

**Executive Director  
Legislative Audit Commission**

**Job Type:** Full time, Payroll

**Reports to:** Joint Committee on Legislative Support Services

**Location:** Springfield, Illinois

**Number of positions:** 1

**Date:** Immediate

**Summary:** The Executive Director of the Legislative Audit Commission is responsible for executing the statutory functions of the Commission. The Legislative Audit Commission conducts public meetings on all major audits of state agencies to review problems, assesses agency stewardship and secures remedial action, initiates and reviews management and program audits and investigations, makes recommendations to the GA and agency management for corrective legislation and other measures to remedy weakness disclosed through audits or at LAC meetings, and monitors agency progress in implementing corrective action. The Executive Director manages a staff of 3-5 employees.

**Responsibilities:**

- Review and adhere to statutory responsibilities of the Commission;
- Monitor agency reports to stay current on the budgeting and auditing process, changes to laws or regulations, and industry trends;
- Hire, manage, and train approximately 3-5 employees;
- Review audits and determine which agencies should come before the full Commission;
- Develop Commission meeting agendas in consultation with the Commission co-chairs and the Auditor General;
- Write a review for every audit that is to be heard before the Commission;
- Establish a consent calendar for audits;
- Finalize meeting agendas and ensure they are properly made available to the public prior to meetings;
- Attend all Commission meetings;
- Create resolutions for special audits, management audits, program audits, and other special reports to be considered by the Commission;
- In consultation with agency personnel and others, determine whether legislative remedies are necessary and assist in legislative drafting if needed;
- Review pending legislation with an impact to the Commission or the auditing process;
- Review emergency purchase affidavits and finalize Emergency Purchase quarterly report;
- Monitor the TA-2 reporting process and report on TA-2s;
- Review reports sent by travel control boards;
- Respond to correspondence sent to the Commission;
- Prepare, write, and oversee the production and disbursement of the Annual Report;
- Prepare the Commission's annual budget and testify on behalf of the Commission's budget proposal before the House and Senate appropriation committees;

- Review and sign invoices, vouchers, and payroll; and
- Other tasks as assigned or required.

**Minimum Qualifications:**

- Bachelor's degree preferred;
- Experience in auditing, accounting, financial or regulatory compliance, preferably at the local, state or federal government level;
- Prior management experience;
- Demonstrated ability to plan and carry out auditing preparation, analysis and management;
- Excellent verbal and written communication skills.

**Compensation:**

- Competitive compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

**Work Environment:**

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with others and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change.
- This position is not remote-eligible.
- Some travel may be required.

**Application Information:**

Interested candidates should send a resume, three professional references, and cover letter to:

Jennifer Davis, Assistant to the Chief of Staff  
House of Representatives, Office of the Speaker  
[JDavis@hds.ilga.gov](mailto:JDavis@hds.ilga.gov)

300 Capitol Building  
Springfield, IL 62706

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

The Legislative Audit Commission is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.