



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Auditor III

Division: Chicago Operations

Section: Pre-need Licensing & Certification Enforcement

**Location: *Geographic territory/counties of Hancock, Henderson,
McDonough, Warren, Knox, Fulton, Peoria, Mason, Tazewell,
Marshall, Woodford, McLean and Champaign**

Full-Time

Salary: \$60,000 - \$87,206

Union: IFT/Teamsters

Posting Number: 20-008

***APPLICANTS MUST RESIDE IN OR CONTIGUOUS TO THIS ASSIGNED DISTRICT**

Description on Duties/Essential Functions:

Under direction, examines books and records of funeral homes, crematories and cemeteries to ensure compliance with the Illinois Cemetery Care Act, the Illinois Funeral or Burial Funds Act, Crematory Regulation Act, and the Illinois Pre-Need Cemetery Sales Act; prepares audit work papers, questionnaires and reports to submit to the Chicago office; performs investigative field checks to ensure the licensing of all custodians of trust funds as required by the various Acts; performs outreach efforts concerning consumer rights.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college with course work in auditing, accounting finance, law, mortuary science or business/public administration; plus two (2) years of related professional experience such as accounting, bookkeeping, quality assurance, compliance, the funeral or death care industry, management, a directing position, as a controller, or in a legal department; OR completion of two (2) years of college with course work in auditing, accounting finance, law, mortuary science or business/public administration; plus four (4) years of related professional experience such as accounting, bookkeeping, quality assurance, compliance, the funeral or death care industry, management, a directing position, as a controller, or in a legal department.

Requires a valid IL driver's license. Requires extensive travel.

Work Location:

*Applicants must reside in or contiguous to the assigned county locations as listed above.

How to Apply:

Applicants must complete an Illinois Office of Comptroller application. Illinois Office of Comptroller applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/>.

No other application, including the CMS100, will be accepted when applying for Office of Comptroller positions.

To apply for this position, applicants must submit the Comptroller's application by the closing date of this posting in order to be considered for this position. A detailed resume may also be attached. Complete applications should be submitted to:

IL Office of Comptroller

Attn: Office of Human Resources

325 West Adams

Springfield, IL 62704

Last date to apply: March 31, 2020