

The Chapter has been asked to share the following career posting with its members:

The Illinois State Board of Education (ISBE) has a new opportunity in the Internal Audit Division.

Please see information below or follow the link for further details on how to apply: [Careers at ISBE](#)

Position: Internal Auditor III (#1607 & 1608)

Inventory#: 1607, 1608

Location: Springfield Office

Union: Exempt

Division: Internal Audit

Monthly Salary: Minimum Salary \$6,250 (\$75,000 annually)

Office Hours: 37.5 Hour Work Week

Closing Date: Open Until Filled

This position coordinates and performs complex professional duties in auditing State Board of Education programs and activities for determining compliance with federal and state regulations, for assessing risks and evaluating the adequacy of internal controls, and for reviewing the effectiveness and efficiency of operations. This position reports to the Chief Internal Auditor.

Duties and Responsibilities:

- Coordinates and leads the internal audit team for audits by: determining risks and evaluating the control environment; developing audit objectives and scope; developing audit procedures; and performing tests of controls, in accordance with professional standards, legislative requirements, and policies and procedures.
- Reviews workpaper documentation and coordinates the workpaper review process.
- Compiles and writes detailed workpaper documentation of audit work performed, including conclusions, findings and recommendations.
- Drafts the internal audit report.

- Responds to and provides adequate resolution to questions or issues generated during the workpaper review process.
- Aids in providing assistance to external auditors of the agency (Office of the Auditor General, federal auditors, state auditors) as needed.
- Performs system development audits as assigned.
- Prepares for and participates in meetings held with ISBE staff discussing audit processes and findings, including entrance and exit conferences.
- Performs follow-up on audit findings to determine status of corrective actions.
- Provides technical assistance/consulting to management.
- Complies with professional internal audit standards and state Internal Audit Advisory Board requirements, including obtaining necessary continuing professional education.
- Performs other duties as assigned.

Required Qualifications:

- Master's Degree in Accounting, business field, or Information Technology or a Bachelor's Degree in one of the listed fields plus CPA, CIA, CISA or CFE certification required. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Minimum of five years of auditing or accounting experience.
- Ability to work independently.
- Knowledge of risk and control concepts and internal audit requirements.
- Ability to utilize computer based systems.
- Familiarity with information systems control concepts.
- Ability to travel on limited basis.

Preferred:

- Knowledge of federal compliance requirements.



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