



## ABOUT SURS

The State Universities Retirement System of Illinois (SURS) is one of the five state-funded retirement plans that provide retirement, survivor, death and disability benefits on behalf of more than 230,000 members from 61 employers in Illinois, including state universities, community colleges and state agencies. SURS administers benefits and oversees a large investment program with assets of approximately \$20.7 billion. ([FY 2018 annual report.](#))

We are “Member Focused,” dedicated to providing friendly, accurate and timely information and education to our members at all stages of their careers. To ensure faster, more secure service, we are currently undertaking a system-wide digital transformation.

SURS headquarters is in the culturally diverse community of [Champaign, Illinois](#). Located just blocks from the University of Illinois campus and all the educational, cultural and entertainment offerings of a college town. Our offices are surrounded by beautifully landscaped green areas with a walk/bike path that winds past ponds and picnic areas. We offer free, on-site parking for all staff; a safe, secure working environment; and excellent benefits including a defined benefit or defined contribution retirement plan, health insurance, dental insurance, vacation time, paid holidays and sick days.

At SURS, continual learning and education is encouraged and compensated. New employees are mentored and receive online and classroom training. We work in teams to promote collaboration and consideration of others. We recognize hard work, ethics and innovative thinking.

## INTERNAL AUDIT - INTERNAL AUDITOR ASSOCIATE

### Main Duties:

The Internal Audit Associate plans, prepares and performs audit programs assigned by the Chief Internal Auditor. Key responsibilities of the position include, but are not limited to:

- Perform walkthroughs to obtain an understanding of the transaction cycle and identify internal controls in place. Document in narrative form the understanding gained and internal controls identified.
- Update the audit program for the current year based upon changes in current processes and state statutes.
- Perform internal audits as assigned by the Chief Internal Auditor in accordance with International Standards for the Professional Practice of Internal Auditing.
- Provide written and verbal feedback regarding exceptions or process improvements based upon the results of the audits performed.
- Verification of computerized calculations of contributions, interest, service credit, and benefits.

### Desirable Credentials and Qualifications:

- Bachelor’s degree with a major in Accounting, Finance or related field is preferred. Advanced degree or professional designation such as Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.
- A minimum of two years relevant auditing experience
- Knowledge of accounting and auditing standards, principles, theory, concepts and practices
- Strong verbal and written communication skills, ability to communicate and effectively present audit findings to Chief Internal Auditor and department managers
- Experience in Microsoft Office

### Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan
- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

### Apply for this Position

Applicants should submit a completed [SURS application](#), current resume, and dated cover letter to [humanresources@surs.org](mailto:humanresources@surs.org). This position is 100% in-office time. Applicants are subject to a background check as terms of hire.

SURS is an Equal Opportunity Employer.