

Job Title: Chief Internal Auditor (Non-Code)

Agency: Office of the State Fire Marshal

Closing Date/Time: 04/04/2022

Salary: \$3,116 - \$10,658 / Monthly (salary offer dependent on education and experience)

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Subject to Term Appointment Provisions

****A RESUME IS REQUIRED FOR THIS JOB POSTING****

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Office of the State Fire Marshal must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Position Overview

Subject to management approval of the Fire Marshal serves as Chief Internal Auditor ; directs and implements a comprehensive agency wide internal audit program; develops the Agency's Annual Audit Plan for submittal to/approval by the Agency's Director; determines staffing and budgetary requirements of the Internal Audit Program; monitors implementation of audit recommendations and findings; serves as member of the Director's Executive staff; represents the Agency as it relates to the Internal Audit Program and findings.

Job Responsibilities

- Serves as Chief Internal Auditor.
- Serves as official Agency spokesperson on behalf of the Director and the agency to all internal and external entities including, the Governor's Office, the legislature, and the Office of Management and Budget.
- Determines the scope of audits to be conducted in response to operational changes or new knowledge.
- Maintains accurate, objective, clear, concise, constructive and timely communications with management.
- Applies professional audit standards to assure standards of Internal Audits are consistent with current standards of the profession.
- Assesses the training needs of staff to accomplish the Agency goals and to ensure compliance with Certified Professional Development (CPD) requirements.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements

- Requires a bachelor's degree, and four (4) years of progressively responsible professional auditing experience and certification as a Certified Internal Auditor (CIA), or four (4) years of progressively responsible professional auditing experience and certification as a Certified Public Accountant (CPA), or five 5 years of progressively responsible professional auditing experience.

Conditions of Employment

- Requires ability to travel.

Work Hours: 8:30AM - 5:00PM Monday - Friday

Work Location: 1035 Stevenson Dr Springfield, IL 62703-4259

Agency Contact:

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Job Function: Legal and Compliance