

Job Title: INTERNAL AUDITOR IN CHARGE (PSA OPT 2)

Agency: Department of Corrections

Closing Date/Time: 06/30/2023

Salary: Anticipated Starting Salary: \$7,083-\$7,917/month

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Gubernatorial Exclusion 062

****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 Department of Corrections 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

The Internal Auditor In-Charge is an integral member of the Illinois Department of Corrections' Office of Internal Audit. This position will serve as the supervisor on internal audit engagements, assigning staff to the engagement and coordinating audit testing with other Department staff. This individual will gain valuable supervisory experience. This individual is vitally important to help management of Department of Corrections improve internal control practices and procedures. The ideal candidate would be someone with experience supervising staff on audit engagements. We encourage all qualified applicants to apply.

Job Responsibilities

1. Serves as an Internal Auditor in Charge on various complex, routine and non-routine audit projects.
2. Reviews agency program operations and records for completeness and accuracy.
3. Assists in the agency's relationships with all external review entities.
4. Analyzes and complies information gathered during the audit.
5. Serves as a full-line supervisor.
6. Continues education through formal and in-house training.
7. Assists the Chief Internal Auditor in the preparation of audit procedures and audit manuals that will be used by the Office of Internal Audit.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires Bachelor's degree or higher in business management, public administration, or accounting, with coursework in auditing, accounting, economics, computer science, or related subjects.
2. Requires experience equivalent to three (3) years of progressively responsible administrative experience in a public or private sector in auditing a body of government, either State or local units of government.
3. Of the three (3) years' experience, two (2) years must be in developing an internal audit work program, independently and/or as an Auditor in Charge, including audit objectives, the scope of the audit and the necessary tests to be performed.

Preferred Qualifications (In Order of Significance)

1. Prefers at least two (2) years of professional supervisory experience in auditing.
2. Prefers a Certified Internal Auditor certificate.

3. Prefers a Certified Public Accountant certificate or license.
4. Prefers at least three (3) years of experience using automated auditing software programs.
5. Prefers at least one (1) year of experience using accounting software programs including Enterprise Resource Planning systems.
6. Prefers at least two (2) years of experience auditing in a state government agency.
7. Prefers at least two (2) years of experience preparing for, attending, and conducting entrance conferences to outline audits with auditee personnel.
8. Prefers at least two (2) years of experience preparing for, attending, and conducting exit conferences and participating in the discussion of audit findings prior to issuance of the final audit report.
9. Prefers at least two (2) years of experience evaluating internal controls to determine strengths and weaknesses of the system.
10. Prefers at least two (2) years of experience preparing clear, concise, and complete internal audit reports, including audit findings, supporting documentation and recommendation.
11. Prefers a Master of Business Administration Degree.

Conditions of Employment

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position:

1. Valid, appropriate driver's license and the ability to travel extensively statewide, including overnight stays.
2. Ability to work overtime on an as needed basis.
3. Requires ability to pass the IDOC/IDJJ background check.
4. Requires ability to pass a drug screen. On January 1, 2020, the Cannabis Regulation and Tax Act made it legal for residents over the age of 21 to produce, consume and sell cannabis in Illinois. Please note that although the law has changed, the Department will continue to enforce the Department's zero tolerance Drug Testing policy. The use of unauthorized drugs, including cannabis, by an employee, regardless of the position held is prohibited.

About the Agency

The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression.

The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization.

Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; tuition reimbursement; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

Work Hours: 8:30 am - 5:00 pm Monday-Friday

Work Location: 1301 Concordia Ct Springfield, IL 62702-5643

Agency Contact:

Demetria Greenwald

Email: Demetria.Greenwald@illinois.gov

Job Family: Leadership & Management; Public Safety

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com