

## **Job Title: INTERNAL AUDITOR (INTERNAL AUDITOR I)**

**Agency :** Department of Corrections - Public Safety Shared Services

**Opening Date/Time:** 10/19/2023 12:00 A.M.

**Closing Date/Time:** 11/01/2023 11:59 P.M.

**Salary:** Anticipated Starting Salary: \$4,928/month; CBA Applies; Full Range: \$4,928 - \$7,571/month

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** RC062

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the [SuccessFactors](#) employee career portal.**

**While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Corrections must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## **Posting Identification Number 31954**

### **Position Overview**

The Illinois Department of Corrections is looking for a professional Internal Auditor. The person selected for this position will independently conduct internal audits and prepare audit reports for review. Additional duties include assisting the supervisor by compiling and analyzing internal audit data, serving as an auditor on various assignments and audit teams as assigned, and participating in meetings and entrance and exit conferences with internal staff and other agency personnel throughout the duration of the audit. Overtime and travel are required as needed to discuss and perform audits. If interested in this opportunity, please apply according to the instructions listed on the job posting. We encourage all qualified applicants to apply.

### **Job Responsibilities**

1. Independently conducts internal audits of simple and routine programs, as assigned.
2. Performs preliminary review prior to audit fieldwork.
3. Prepares audit reports for supervisory review summarizing the results of the audit work, detailing audit findings and making appropriate recommendations.
4. Represents internal audit in meetings.
5. Continues education through accredited professional training (CPE).
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## **Minimum Qualifications**

1. Requires a bachelor's degree, with coursework in auditing, business management, public administration, economics, computer science, accounting or other related subjects.
2. Requires completion of an agency's Internal Auditor Trainee program OR Requires two (2) years of professional auditing experience.

## **Preferred Qualifications (In Order of Significance)**

1. Prefers a Certified Internal Auditor, Certified Public Accountant, or the Certified Information Systems Auditor designation.
2. Prefers at least two (2) years of professional experience working with a state agency's and/or similar type of organization's programs, policies and regulations.
3. Prefers at least two (2) years of professional experience working with fiscal management principles and techniques.
4. Prefers at least two (2) years of professional experience working with current auditing technology software programs such as TeamMate, Autoaudit, or Caseware.
5. Prefers at least two (2) years of professional experience applying state laws, statutory mandates, administrative rules, regulations, policies and procedures when auditing an agency's functions and programs.
6. Prefers at least two (2) years of professional experience working with governmental operations.
7. Prefers at least two (2) years of professional experience analyzing information systems.

## **Conditions of Employment**

1. Overtime is a condition of employment, and you may be required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime.
2. Requires a valid and current driver's license.
3. Requires ability to travel occasionally to facilities throughout the state to conduct internal audits, perform audit functions, attend trainings, and participate in and/or hold internal audit meetings; overnight stays may be required.
4. Requires ability to pass the IDOC/IDJJ background check.
5. Requires the ability to pass a drug screen. The use of unauthorized drugs, including cannabis by an employee, regardless of the position held is prohibited.
6. Applicants are required to abide by all vaccine and/or other medical standards as set out by the employer.

## **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 A.M. - 5:00 P.M. Monday - Friday (Saturday & Sunday off)

**Work Location:** 1301 Concordia Ct Springfield, IL 62702-5643 - IDOC Public Safety Shared Services

**Agency Contact:** [Suzanne.LaTourelle2@illinois.gov](mailto:Suzanne.LaTourelle2@illinois.gov)

**Job Family:** Legal, Audit & Compliance; Public Safety

This position DOES NOT contain "Specialized Skills" (as that term is used in CBAs).

### **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)