

Job Title: Deputy Chief Internal Auditor

Agency: Department of Commerce and Economic Opportunity

Position Title: Senior Public Service Administrator, Option 8C

Posting ID: 41686

Closing Date/Time: 10/23/2024

Salary: Anticipated Starting Monthly Salary \$8,825 - \$9,706

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: None

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

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Position Overview

The Illinois Department of Commerce and Economic Opportunity (DCEO) is seeking to hire a Deputy Chief Internal Auditor who will help lead and manage audit projects for the entire agency portfolio. This position will play a critical role in ensuring the integrity and efficiency of the many programs and initiatives across the agency, including promotion of Illinois Tourism, domestic and international trade, major corporation business attraction and development, capital and infrastructure improvement projects, economic and COVID-19 business recovery programs, and various other state or federally funded grant programs. This position will work alongside the Chief Internal Auditor to ensure the agency is in compliance with the Fiscal Control and Internal Audit Act (FCIAA), statutory, administrative and grant requirements, such as the Grant Accountability and Transparency Act (GATA) and 2 CFR 200 Federal Uniform Guidance. We invite qualified applicants who have a commitment to efficiency and good stewardship of tax-payer dollars to apply for the position of Deputy Chief Internal Auditor.

Essential Functions

- Formulates, plans, develops, and implements strategic audit planning of the Office of Internal Audits.
- Develops policy, goals, and objectives for the State Programs Internal Audits Program.
- Serves as full line supervisor.
- Liaisons with Illinois State Auditor General regarding audits of DCEO on complex issues to ensure compliance with audit requirements and regulations.
- Develops plans and procedural changes for resolution of audits.
- Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college, preferably with a major in accounting or professional auditing.
- Requires prior experience equivalent to four (4) years of progressively responsible administrative experience in a public or business organization, professional auditing experience, or certification as a Certified Public Accountant or Certified Internal Auditor.

Preferred Qualifications

- Prefers two (2) or more years of auditing experience at a public organization or unit of government.
- Prefers two (2) or more years of experience serving as the lead auditor or team lead, determining the priorities and timeline of the internal audit activity and assigning work.
- Prefers two (2) or more years of management and supervisory experience.

- Prefers two (2) of more years of experience formulating policy, standards and procedures and interpreting statutes, regulations or administrative rules.
- Prefer four (4) years of experience utilizing TeamMate electronic audit management system.
- Prefer four (4) years of experience in auditing theory and procedures.

Conditions of Employment

- Requires appropriate, valid driver's license.
- Requires ability to travel in the performance of duties, with overnight stays as appropriate.
- Requires ability to pass a background check, and self disclosure of criminal history.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

About the Agency

The mission of the Illinois Department of Commerce and Economic Opportunity (DCEO) is to create equitable economic opportunities across the State of Illinois. By attracting and supporting major job creators, investing in communities, strengthening Illinois' world-class workforce, fostering innovation, and ushering in the new clean energy economy, DCEO works to fortify Illinois' reputation as a global economic powerhouse while ensuring Illinois is the best state to live, work and do business.

Work Hours: MONDAY - FRIDAY 8:30 AM - 5:00 PM

Work Location: 1 W Old State Capitol Plaza, Springfield, Illinois, 62701

Agency Contact: CEO.HR@illinois.gov (*FOR INQUIRIES ONLY - INTERESTED APPLICANTS MUST APPLY ONLINE*)

Posting Group: Leadership & Management

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