

## Job Title: SENIOR INTERNAL AUDITOR

**Job Requisition ID:** 48187

**Closing Date:** 07/29/2025

**Agency:** Department of Commerce and Economic Opportunity

**Class Title:** INTERNAL AUDITOR II - 21727

**Skill Option:** None

**Bilingual Option:** None

**Salary:** Anticipated Starting Salary \$6,589 a month; Full Range \$6,589 - \$9,541

**Job Type:** Salaried

**Category:** Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Bargaining Unit Code:** RC062

**Merit Comp Code:**

**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.**

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

### Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

### Position Overview

The Illinois Department of Commerce and Economic Opportunity (DCEO) is seeking to hire an Internal Auditor to join our team. The Internal Auditor will interact with all levels of DCEO management in evaluating DCEO activities and programs for their impact on communities across the state for economic development and growth. The ideal candidate is someone who enjoys helping an organization reach its goals, improve its processes, and comply with laws. This individual will possess the ability to analyze details and communicate results based on the analysis performed. We welcome all qualified candidates to apply.

### Essential Functions

- Serves as senior auditor: Independently conducts complex, non-routine risk-based audits in all areas of the agency including operational, financial, administrative, compliance and technology programs by assessing the effectiveness of controls, adequacy of records and efficiency of operations.
- Researches and identifies all applicable state laws, administrative rules, statutory mandates, regulations, policies, and procedures for each audit.
- Provides recommendations for enhancing internal controls, governance processes, and the internal audit function within the organization.
- Continues professional education through formal and in-house training
- Assists the CIA (Chief Internal Auditor) and DCIA (Deputy Chief Internal Auditor) in preparing policies and procedures to be used by the Office of Internal Audit.
- Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

## Minimum Qualifications

- Requires a bachelor's degree with coursework in accounting, auditing, business management, computer science, economics, public administration, or other related subjects.
- Requires four (4) years of professional auditing experience; or requires three years of professional auditing experience plus completion of one of the following certifications: Certified Internal Auditor, Certified Public Accountant or Certified Information Systems Auditor.

## Preferred Qualifications

- Prefer one (1) or more years presenting oral and written reports to management.
- Prefer one (1) or more years analyzing current business processes and suggesting solutions to improve them.
- Prefer one (1) or more years working with a government organization in helping management to improve efficiency of their operations.
- Prefer one (1) or more years identifying changes in the business environment regarding laws and regulations and alerting management to those changes.

## Conditions of Employment

- Requires appropriate, valid driver's license.
  - Requires ability to travel in the performance of duties, with overnight stays as appropriate.
  - Requires completion of background check and self-disclosure of criminal history.
  - Requires obtaining a certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA) within one year in this role.
  - Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This requires the ability to work evening and weekends.
- 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:** Springfield - 1011 South 2nd Street

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

**Posting Group:** Fiscal, Finance & Procurement

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](https://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](https://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)