

Job Title: INTERNAL AUDITOR I

Job Requisition ID: 51033

Closing Date: 11/05/2025

Agency: Department of Commerce and Economic Opportunity

Class Title: INTERNAL AUDITOR I - 21721

Skill Option: None

Bilingual Option: None

Salary: Anticipated Starting Salary \$5,637 monthly; full range is \$5,637 - \$8,026 monthly

Job Type: Salaried

Category: Full Time

County: Cook

Number of Vacancies: 1

Bargaining Unit Code: RC062 Technical Employees, AFSCME

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 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 a new Internal Auditor I. DCEO was created to foster 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. The Internal Auditor I will provide independent and objective assurance and consulting activities designed to add value and improve DCEO's operations. DCEO provides a supportive work environment that emphasizes staff training and development in creating economic development and fostering job growth throughout the state of Illinois. As a DCEO Internal Auditor I at DCEO, you will interact with all levels of management to evaluate the agency's activities and programs, focusing on their impact on communities throughout the state in support of economic development and growth.

Essential Functions

- Independently plans, conducts, and documents audits across various programs and functions.
- Identifies weaknesses and inefficiencies and develops recommendations for corrective action.
- Supports comprehensive audit planning and collaborates with senior audit leadership.
- Engages in continuing professional education to maintain auditing proficiency.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

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

Preferred Qualifications

- Prefers one year of professional experience conducting audits, utilizing established audit theories, procedures, and data analysis.
- Prefers one year of experience auditing programs within state government, including knowledge of DCEO operations, policies, and procedures, and the ability to assess compliance with applicable laws and regulations.
- Prefers one year of experience planning and executing audits in alignment with management principles, such as program accountability, systems analysis, and organizational evaluation, including conducting entrance and exit conferences with stakeholders.
- Prefers one year of experience independently documenting and supporting audit findings, including preparing comprehensive audit reports, compiling supporting materials, and ensuring adherence to professional standards.
- Prefers one year of experience demonstrating professional conduct during audits, including the ethical handling of sensitive information, maintaining confidentiality, and upholding audit standards 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 completion of a background check and self-disclosure of criminal history.
- 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 evenings and weekends.
- The condition 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: Mon - Fri; 8:30a - 5:00p

Work Location: 555 W Monroe St, Chicago, Illinois, 60661

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

Posting Group: Legal, Audit & Compliance

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 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 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 – 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
- systems@SIL-P1.ns2cloud.com