JOB OPPORTUNITY ANNOUNCEMENT

Position Title: Internal Auditor
Division: Internal Audit
Classification: Exempt
Location: Springfield
Salary: $65,000 - $75,000

Position Summary:
This is a professional level position that performs and/or assists in audits and consulting activities of the Treasurer's Office functions, organizational units, financial records, documents, and reports. This position also conducts research, interviews staff, conducts surveys and questionnaires, and drafts audit reports. Attendance is an essential function of this position.

Duties and Responsibilities:

- Participate in audit fieldwork to assess the effectiveness of internal controls, operational efficiency, and compliance with internal policies and regulations
- Assist in designing and executing audit programs that define scope, objectives, and testing strategies tailored to each engagement
- Gather and analyze relevant operational and financial data using both qualitative and quantitative techniques
- Document audit procedures and results clearly, including risk-based observations, root causes, and potential impacts
- Develop practical, insightful, and constructive recommendations to improve business processes and resource utilization
- Support internal interviews, surveys, and data collection efforts to understand workflows, controls, and risk points
- Prepare well-organized, indexed working papers that support audit findings and facilitate review and future reference
- Participate in meetings with stakeholders and management to communicate audit objectives, progress, and results
- Conduct follow-up activities to evaluate the implementation status of previously issued audit recommendations
- Research applicable laws, regulations, standards, and policies to inform audit scope and criteria
- Contribute to preliminary risk assessments to prioritize audit areas and projects within the annual audit plan

- Maintain strict confidentiality of sensitive business information encountered during the audit process
- Continuing professional development and training as required by the State Internal Audit Advisory Board
- Perform other duties as assigned or required which are reasonable related to the duties enumerated above

Special Skills:

- Proficiency with all Microsoft Office Products, especially Excel
- Requires ability to analyze computer data, computations and comprehensive reports.
- Demonstrates knowledge of the 2024 Global Internal Audit Standards and applies the principles and mandatory requirements across all phases of audit planning, execution, and reporting to ensure professional integrity, quality, and stakeholder alignment.
- Excellent written and oral communication skills
- Excellent soft skills which include the ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

Education and Work Experience:
Bachelor's degree with coursework in accounting, auditing, business management, computer science, economics, public administration or other related subjects.

Certificates and Licenses:
Possesses current certification or demonstrates a strong desire to obtaining one of the following: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA)

Application Process: Please visit https://illinoisstatetreasurer.applytojob.com/apply to apply by completing the online application, and uploading a resume and letter of interest.