

## Job Title: Chief Internal Auditor

**Job Requisition ID:** 51628

**Closing Date:** 12/17/2025

**Agency:** Department of Insurance

**Class Title:** CHIEF INTERNAL AUDITOR - 64325

**Skill Option:** None

**Bilingual Option:** None

**Salary:** \$9,200-\$11,200 (Anticipated starting salary \$9,200)

**Job Type:** Salaried

**Category:** Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Bargaining Unit Code:** None

**Merit Comp Code:**

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

**\*Answer all application questions thoroughly. DO NOT STATE "SEE RESUME".\***

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Insurance must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

### 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 Insurance is seeking to hire a Chief Internal Auditor for the Department. The Chief Internal Auditor will serve as a policy formulating administrator, with full authority to commit the Department to specific courses of action, directs and implements a comprehensive department wide internal audit program; develops program policies, goals and objectives; develops the Department's Annual Audit Plan for submittal to/approval by the Director; determines staffing and budgetary requirements of the Internal Audit Program; administers the program through subordinate managers; monitors implementation of audit recommendations and findings; serves as member of the Director's Executive staff; represents the Department as it relates to the Internal Audit Program and findings. Travels to various sites to conduct audits. We invite all qualified candidates to apply.

### Essential Functions

- Serves as Internal Auditor Chief.
- Serves as official Department spokesperson on behalf of the Director and the Department to all internal and external entities including, the Governor's Office, the legislature, and the Office of Management and Budget.
- Serves as full line supervisor; assigns and reviews work.
- Determines the scope of audits to be conducted in response to operational changes or new knowledge.
- Maintains accurate, objective, clear, concise, constructive and timely communications with management.
- Applies professional audit standards to assure standards of Internal Audits are consistent with current standards of the profession.
- Assesses the training needs of staff to accomplish the Department goals and to ensure compliance with Certified Professional Development (CPD) requirements.

- 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, preferably in accounting, finance, economics, management, business administration, public administration, or a related field.
- Requires certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; or as an Auditor with at least five, preferably seven, years of progressively responsible professional auditing experience.

## **Preferred Qualifications**

- Requires a bachelor's degree, preferably in accounting, finance, economics, management, business administration, public administration, or a related field.
- Requires certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; or as an Auditor with at least five, preferably seven, years of progressively responsible professional auditing experience.
- Prefers at least two years of experience managing audit staff.
- Requires effective written and oral communication skills.
- Requires the ability to give clear advice, at an operational and strategic level to relevant business units and executive staff.

## **Conditions of Employment**

- Requires the ability to pass a background check.
- Requires the ability to travel.
- 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 Department of Insurance (DOI) regulates the insurance market in the State of Illinois including, but not limited to, licensing and educating insurance agents, investigating Workers Compensation fraud, and examining the operations and finances of insurance companies domiciled in the state. We are committed to protecting consumers and regulating the insurance industry with innovation and efficiency. DOI has approximately 220 employees who are split between our Chicago and Springfield offices.

State of Illinois employees enjoy a robust benefit package, including:

- Health, Life, Vision, and Dental Insurance
- 13 Paid Holidays annually, 14 on even numbered years
- 10-25 days of Paid Vacation time annually - (10 days in year one of employment)
- 12 Paid Sick Days annually (sick days carry over from year to year)
- 12 Weeks Paid Maternity/Paternity Leave
- 3 Paid Personal Days annually
- Pension Plan
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Flexible work schedules may be available, dependent upon position
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility

Visit <https://www2.illinois.gov/cms/benefits/Pages/default.aspx> for more information about our benefits.

**Work Hours:** M-F; 8:30am-5:00pm

**Headquarter Location:** 320 W Washington St, Springfield, Illinois, 62767

**Work County:** Sangamon

**Agency Contact Email:** DOI.HR@illinois.gov

**Posting Group:** Legal, Audit & Compliance

**Revolving Door:**

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State

employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor (“OEIG”) or may be subject to a fine.

**Term Appointment:**

Candidates hired into a term position shall be appointed for a term of 5 years and are subject to a probationary period. The term may be renewed for successive five-year terms at the Director of the Department of Insurance’s discretion.

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