



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Internal Auditor
Division: Internal Audit
Location: Springfield, Illinois
Salary: Commensurate with experience

Overview: 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.

Duties and Responsibilities:

- Conducts audit fieldwork.
- Develops documentation of audit tests and statistical samples.
- Analyzes all relevant data, and prepares summary of criteria, condition, and significance of each finding.
- Formulates recommendations to resolve the problems and to enhance utilization of resources and achievement of organization objectives.
- Meets with auditees and upper level management to review findings and recommendations.
- Prepares audit programs for each project; develops audit scope and objectives.
- Conducts research and information gathering activities for assigned projects.
- Identifies applicable laws, policies, regulations, standards and other requirements.
- Determines nature and status of recommendations from prior internal and external audit reports.
- Applies research and analysis techniques during the preliminary survey to sample and measure operational effectiveness, efficiency, and economy.

Specific Skills:

- Exemplary written, communication and human relations skills.
- Strong attention to detail.
- Proficiency with Microsoft Office Products.
- Knowledge of the International Standards for the Professional Practice of Internal Auditing and how to apply those Standards.
- 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 in accounting, finance or related field; two (2) or more years of experience as an auditor in a CPA firm, bank, or State Agency.

Certificates and Licenses Required: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or the strong desire to earn certification while employed.

Application Process: Send completed application including letter of interest and resume via email to

HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013