



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Internal Auditor
Division: Internal Audit
Location: Springfield, Illinois
Work Hours: 8:00 A.M. – 4:30 P.M.

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
- 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
- Organizes and indexes work papers to support findings and recommendations, and to facilitate easy reference
- Drafts audit reports that clearly and logically set forth the background, scope, findings, and recommendations pertaining to the audit
- Continues professional development and training as required by the State Internal Audit Advisory Board

Special Skills:

- Extensive knowledge of the International Standards for the Professional Practice of Internal Auditing and how to apply those Standards
- Requires an ability to analyze, interpret and evaluate the accuracy, effectiveness, and efficiency of agency systems, policies, procedures, programs and controls
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

Requirements/Qualifications: Bachelor’s degree in accounting, finance or related field; three (3) or more years of experience as an auditor in a CPA firm, bank, or State Agency. A Master’s degree is strongly desired.

Preferred Certificates and Licenses: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA).

Application Process: Send a completed employment application, a letter of interest and resume via email to:
Deputy Chief of Staff for Human Resources & Equal Employment Opportunity
Email: HR@illinoistreasurer.gov

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

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Room 219
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