



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Internal Auditor
Department: Internal Audit
Division: Internal Audit

Full-Time
Salary: \$55,000-\$90,000
Union: Non Union/Exempt
Posting Number: 22-017

Description on Duties/Essential Functions:

Under general supervision, independently conducts internal audits of simple and complex programs, systems and/or activities as assigned; prepares audit reports for review by supervisor, assists supervisor by compiling and analyzing internal audit data; serves as auditor on various assignments and audit teams as may be assigned by management; participates in meetings, entrance and exit conferences with internal staff and other agency personnel throughout the duration of the audit; continues education through formal and in-house training.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to four (4) years of college, preferably with course work in auditing, accounting, and business or public administration, computer science or other related subjects with 30 semester hours of Accounting; plus two (2) years of progressively responsible administrative experience in governmental auditing in a public or business organization, including experience in governmental auditing.

Certifications as CPA, CIA, CISA, or CFE are of added benefit.

Work Location:

Illinois Office of the Comptroller
325 West Adams Street
Springfield, IL 62704

OR

Illinois Office of Comptroller
555 W. Monroe Street 1400S-A
Chicago, IL 60661

How to Apply:

Applicants must submit a cover letter, proof of valid certifications (as may be applicable), copies of college transcripts, along with the **Illinois Office of Comptroller application** by the closing date of this posting. Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/>. (A detailed resume may also be attached but should not replace the application.)

Complete information may be mailed or emailed to the attention of:

Office of Human Resources
incoming@illinoiscomptroller.gov
Illinois Office of Comptroller
325 West Adams
Springfield, IL 62704

Last date to apply: continuous

The Illinois Office of Comptroller is an Equal Opportunity Employer.