

August 9, 2021

JOB VACANCY ANNOUNCEMENT

SUPREME COURT OF ILLINOIS

Internal Audit

3101 Old Jacksonville Road

Springfield, Illinois 62704

Applicant may be required to submit additional material or complete job specific tests for the position.

POSITION:	Audit Analyst
DIVISION:	Supreme Court Internal Audit
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	Minimum salary \$43,272 per year, salary at time of hire to be commensurate with experience
REPORTING RELATIONSHIP:	Chief Internal Auditor

ESSENTIAL RESPONSIBILITIES: The Audit Analyst position is responsible for administrative and audit support functions for Supreme Court Internal Audit. Work is performed under the direct supervision of the Chief Internal Auditor or the Internal Auditor 3 at the direction of the Chief Internal Auditor.

ESSENTIAL FUNCTIONS:

- Operates personal computer utilizing word processing, spreadsheets, and database software. Willingness to learn other software applications is encouraged.
- Prepares and maintains records, reports, and files, including purchase requisitions, invoice vouchers, travel vouchers, telephone bills, copier bills, leave requests, and continuing professional development hours.
- Prepares photocopies and scans documents.
- Coordinates and schedules travel and meetings.
- Orders office supplies.
- Opens, dates, and sorts incoming mail and screens incoming calls and visitors.
- Contacts public or private organizations to obtain information requested by the Chief Internal Auditor.
- Assists the Chief Internal Auditor in the recruitment process of Supreme Court Audit staff.
- Assists internal auditors as necessary with basic audit functions, including interviewing judicial branch employees, preparing working papers, and reporting conclusions to the Chief Internal Auditor for inclusion in audit reports, findings, and other correspondence.
- Travels to audit site locations, as part of an audit team, to gather audit evidence and assist internal auditors with audit testing and fieldwork.

- Assist the Chief Internal Auditor with coordinating the external audit, including providing audit requests to external auditors, and coordinating and accompanying external auditors with fieldwork visits.
- Assists the Chief Internal Auditor with preparing, proof reading, and distribution of audit correspondence, memorandums, and reports.
- Performs other duties as assigned.

EXPERIENCE AND EDUCATION REQUIREMENTS: A minimum of three years' experience providing administrative support and an Associate's degree in accounting or related area. Up to two years of additional experience may be substituted for the education. Knowledge of operations of the state and federal funded activities of the judicial branch is preferred.

The successful candidate will possess good analytical skills; exceptional oral and written communication, interpersonal, and organizational skills; ability to organize, prioritize and coordinate multiple work activities and meet critical deadlines; ability to work independently or in a team environment; strong computer skills utilizing word processing and spreadsheet software with database software preferred; and must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended time periods and travel within Illinois, including some overnight stays. This is a professional office working environment requiring telephone usage, the ability to retrieve files, and process written and electronic documents.

Interested individuals should submit – via email – a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Tuesday, August 31, 2021, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER