

Position Title: Internal Auditor – Part Time
Department: Internal Audit

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking an Internal Audit Intern to build upon their 50+ year leadership in housing finance. The Internal Audit department is looking for a part-time Internal Auditor to assist with a variety of audits in Operations, Financial, Compliance and Information Technology. The part-time Internal Auditor may work on other special projects as assigned. The part-time Internal Auditor will be assigned to audits based on the resource needs of each individual audit as a staff internal auditor.

Essential Functions:

- Assists with audits, including planning, fieldwork testing preparation, fieldwork and reporting, as assigned.
- With appropriate guidance, execute and document testing of internal controls with clear explanations of procedures and results using appropriate standards and terminology.
- Adapts to and uses technology such as AuditBoard to improve the effectiveness of assignments, increase efficiencies and quickly complete work objectives.
- Attends meetings such as the kickoff meetings, process walkthroughs and/or close meetings to observe.
- Assists in other duties and/or special assignments as assigned.

Education and Experience Requirements:

- As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:
 - Pursuing BS/BA or MS degree in Accounting or Finance.
 - Excellent oral and written communication/presentation and analytical skills.
 - An interest in the government sector.
 - Strong attention to detail; organizational skills and ability to multi-task.
 - Experience with Microsoft Office Suite; Demonstrate proficiency with MS Excel required.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=466850&source=CC2&lang=en_US

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