

Position Title: Internal Auditor
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: Range of Responsibility: Performs professional internal auditing work. Conducts performance, financial, compliance audit projects, and provides consulting services to the organization's management and staff. Maintains all organizational and professional ethical standards. Works under supervision with moderate latitude for initiative and independent judgment.

Essential Functions:

- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers.
- Identifies, develops, and documents audit issues and recommendations concerning areas being reviewed with supervision.
- Assists in communicating the results of audit and consulting projects via written reports and oral presentations to management.
- Develops and maintains productive client and staff relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
- Performs related work as assigned by audit management.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelor's degree from an accredited college or university required.
- Two years of full-time experience in auditing required. Experience in internal audit is preferred
- A graduate degree in business administration, public administration, or a related field, or certification as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is optional but may substitute for one year of required experience.
- Must also have the following demonstrated knowledge, skills, and abilities:
- Knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.
- Knowledge of industry program policies, procedures, regulations, and laws.
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.

- Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses.
- Familiarity with MS Visio and a willingness to learn more.
- Familiarity with using AI to enhance and provide efficiency in the execution of audits.
- Skills in effective verbal and written communications, including active listening skills and skills in presenting findings and recommendations.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts, and to work effectively in a professional team environment.

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.

What we Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs
- Salary range: \$60,088.93 - \$75,111.16

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&cclId=19000101_000001&jobId=522279&source=CC2&lang=en_US

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