



# Diocese of Springfield in Illinois

## Catholic Pastoral Center

**Job Title:** Internal Auditor  
**Division/Department:** Department for Financial and Parish Support Services  
**Reports to:** Director of Finance  
**FLSA Status:** Exempt  
**Prepared Date:** February 2024      **Revised:**

### POSITION SUMMARY:

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statute#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Internal Auditor reviews the financial operations and internal controls of parishes and other diocesan entities. Through the internal audit process, the Internal Auditor communicates with staff, observes the operating environment, and reviews financial reports to evaluate an entity’s compliance with government regulations and diocesan policies and assists in identifying financial and operational risks, and then communicates findings to accurate and detailed reports.

### ESSENTIAL FUNCTIONS:

- Conducts internal control reviews and audits with the guidance of the Director of Finance.
- Prepares detailed reports of findings and recommendations based on audit and review procedures.
- Follows up on internal control reviews and audit recommendations to ensure compliance.
- Reviews and analyzes annual budgets and financial reports from diocesan parishes and schools.
- In conjunction with the Staff Accountant, Controller, and Director of Finance effectively communicates with and provides support and advisory services to parishes and schools with financial and accounting issues and provides training to finance staff, financial councils, bookkeepers, and business managers at the parish and school level.
- Assists parishes and schools transitioning from QuickBooks to Sage Intacct accounting software.
- Remains astute on the Pastoral Policy Handbook and ensures compliances at the parish and school level.
- Remains apprised of current accounting and auditing standards and updates as they relate to the federal, state, and local laws and the non-profit sector.
- Other duties as assigned.

### EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor’s Degree in Accounting with a CPA preferred.
- Minimum 3 years experience in public or internal auditing preferred.
- Knowledge of accounting principles, budgeting principles and practices, and financial reporting using the cash and accrual basis accounting methods.

Job Description: Internal Auditor, Department for Financial and Parish Support Services

**REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS:**

- Practicing Catholic in full communion with the teachings of the Church.
- Strong verbal, written, analytical and people skills.
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook.
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines.
- Ability to analyze financial statements and provide feedback and training to others. Previous Internal Audit experience is preferred.
- Able to perform job responsibilities maintaining a high degree of accuracy as well as confidentiality.
- Proven ability to solve problems and make effective decisions.
- Proficient with computerized, standard accounting software packages and ability to train other individuals to use the software.
- Ability to work independently as well as with a team.
- Effective communication skills and interpersonal skills.
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks.
- Willingness to work collaboratively in a team-oriented environment.
- Availability to work nights with the possibility of overnight stays.
- Travel required (50%). Valid driver's license.

**To apply:**

Please send resume and cover letter to the Office for Human Resources at [hr@dio.org](mailto:hr@dio.org) or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.