

Auditor 3

JOB SUMMARY

The Tennessee Department of General Services (DGS) is tasked with the coordination and administration of the state's purchases, personal properties, printing and motor vehicle facilities, surplus property, postal services, and general public works services. DGS also provides other state agencies with additional support services that are not assigned by law to specific departments.

Under general supervision, an Auditor 3 for DGS will lead or supervise a small team of professional auditors in performing limited reviews and audits of contracts and departmental operations. The Auditor 3 will also be responsible for performing risk assessments, internal investigations, and other projects as assigned. This position performs in a varied and challenging audit environment.

PRIMARY DUTIES

1. Planning audits, including researching, developing objectives, and defining project scope.
2. Preparing work papers and reports to document the audit process and identify deficiencies.
3. Forming conclusions based on test work performed, including developing recommendations for corrective action.
4. Supervising lower level auditors during audit engagements.
5. Conducting investigations into allegations of fraud, waste, and abuse of State resources.
6. Other related responsibilities may include:
 - a. Identifying and researching pertinent legislative, compliance, and procedural requirements applicable to departmental programs, activities, and functions.
 - b. Evaluating compliance with said requirements.
 - c. Observing periodic inventory counts.

COMPETENCIES

Knowledge of accounting principles
Ability to analyze information and data
Strong attention to detail
Strong organizational skills
Strong critical thinking and problem solving skills
Strong communication skills, both written and oral
Strong customer service skills
Proficiency with Microsoft Office tools, particularly Word and Excel

MINIMUM REQUIREMENTS

1. A Bachelor's degree in Accounting **OR** Bachelor's in Business Administration, Finance, Public Administration, or a related field with 24 semester hours in accounting. These specialized hours may include up to six semester hours in business law. Transcript will be required.
2. Experience equivalent to three years of full-time increasingly responsible professional auditing work.

OTHER REQUIREMENTS

This position may require occasional travel.
Qualified and interested candidates should submit a cover letter and resume to DGS.Audit@tn.gov.
Salary will be commensurate with experience.

The State of Tennessee, Department of General Services, is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.