

## Who we are and what we do:

The Office of Internal Audit in the Tennessee Department of Finance and Administration provides independent, objective assurance and consulting services designed to add value and improve F&A operations. We aim to help the department accomplish its objectives by bringing a systematic, disciplined approach to evaluating the effectiveness of risk management, internal control, compliance, and governance processes.

The department is responsible for assisting in the development of the Governor's proposed budget, managing centralized accounting and information technology support services, preparing the State's annual financial reporting package, operating and supporting the state-wide enterprise resource planning (ERP) system, providing state-wide information technology infrastructure, and administering employee benefit programs.

## How you make a difference in this role:

F&A internal auditors help promote risk management awareness and a strong control environment throughout the department. Finance and Administration handles a variety of important functions, including shared/centralized functions that impact many other state departments and agencies, and the Office of Internal Audit's responsibilities touch all areas of the department. F&A internal auditors are positioned for a variety of engagements and can have a positive impact on many areas of state government by providing value added audit and consulting services that improve the control environment, reduce risk, and benefit management and the organization.



## Auditor 4

Department of Finance and Administration  
Division of Administration, Office of Internal Audit  
State of Tennessee

Are you looking for an opportunity to put your auditing skills to work for Tennessee state government? We are seeking a motivated, experienced, and detail-oriented internal auditor to join our team.

This is an executive service position with a salary range of \$51,552 - \$83,664 annually, (based on experience and qualifications).

### Key Responsibilities:

- Direct supervision of one Auditor 2 currently and another auditor in the future
- Planning and executing various types of financial, compliance, operational and/or program audits and other consulting engagements in accordance with applicable IIA Red Book standards
- Critically evaluating risks, controls, policies and procedures, organizational structure and managerial practices throughout the agency during any given engagement
- Executing analytical procedures using Excel on large data files in order to identify unusual, abnormal, or otherwise relevant transactions or activity
- Preparing thorough and organized workpaper files in accordance with IIA standards and internal policy
- Reviewing workpapers of assigned subordinates to ensure accuracy and completeness
- Preparing draft reports to clearly communicate audit results and recommendations
- Coordinating, facilitating, and reviewing the annual departmental risk assessment in accordance with the Financial Integrity Act
- Assist with, or perform, internal fraud investigations, as necessary
- Assist with the preparation of the annual internal audit plan

### Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in accounting/auditing or related field
- Five or more years audit experience with increasing responsibility
- Experience supervising auditors in a direct reporting relationship as well as an auditor in charge setting
- Excellent communication skills, both written and verbal. Ability to communicate with individuals at all levels, both internal and external
- Proficient with Microsoft Office programs, especially Word and Excel for report writing and data analysis
- Relevant professional certification, such as CPA, CIA, CFE
- Well organized, detail oriented, efficient, and a self-starter
- Ability to function independently, prioritize work, and multi-task
- Must have adequate workspace and Internet access to work from home at least part of the work week

### To apply:

Please submit your resume to [thad.delconte@tn.gov](mailto:thad.delconte@tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*