



Procurement Compliance Specialist

Position

The Tennessee Comptroller of the Treasury's Office of Management Services (OMS) is seeking a Procurement Compliance Specialist who will review exemption notices submitted pursuant to Public Chapter 6 of the 2021 Third Extraordinary Session and review procurements and contracts for approval.

Major responsibilities will include:

- Reviewing exemption notices submitted by private businesses, governmental entities, schools, and employers to determine whether compliance with Chapters 2 or 6 of Public Chapter 6 of the 2021 Third Extraordinary Session would result in the loss of federal funding.
- Interpreting statutes, rules, policies, and procedures relating to sourcing and contracting to ensure that intended State purchases and contracts are in compliance.
- Evaluating procurement documents and contracts that require Comptroller approval.
- Providing technical assistance related to procurement transactions.
- Providing coordination and support to the Comptroller and Chief of Staff in their respective roles on the Procurement Commission and the Advisory Council for State Procurement.
- Reviewing and approving sourcing and contract events as assigned by the Procurement Compliance Manager, Director of Management Services and Comptroller of the Treasury.
- Consulting with the Department of Finance & Administration, the Central Procurement Office in the Department of General Services, and with other appropriate state departments and agencies regarding:
 - Statutes, rules, policies, and procedures
 - Procurement methodologies
 - Drafting of contracts and procurement documents
- Attending meetings on behalf of, or in conjunction with, the Director or Manager
- Administering and maintaining the contract management system
- Accurately interpreting redline documents for change
- Analyzing incoming documents for accuracy, compliance, and inconsistencies
- Completing other special projects as assigned

Candidate

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The qualifications listed are representative of the competencies, knowledge, skills, and abilities required to perform successfully as Procurement Compliance Specialist.

A successful Procurement Compliance Specialist has the following skills:

- Exceptional reasoning and analytical skills
- Successfully identifies, analyzes, and solves problems, including those with large datasets
- Considers both strategic and tactical aspects of decisions
- Researches risks and identify benefits and consequences of a course of action

To qualify for consideration, a candidate will have

- A Bachelor's degree in accounting, business administration, public administration, pre-law, or a related field
- At least 2 years of experience in auditing, government procurement, accounting, legal, or a related field is preferred
- CPA, CGFM, or JD degree is preferred
- Public procurement or contracting related experience is a plus
- Other combinations of education and experience, if evaluated as equivalent, may qualify the applicant for consideration.

About Our Office

The Office of the Tennessee Comptroller of the Treasury is responsible for the audit of state and local governmental entities and participates in the general financial and administrative management and oversight of state government. The Office is led by Comptroller Jason E. Mumpower, a constitutional officer who is elected by the Tennessee General Assembly.

In the Comptroller's Office, we strive to deliver on our mission to make government work better. Through dedicated hard work and commitment, every Comptroller's Office employee accepts personal responsibility to accomplish our mission and uphold it.

The Office of Management Services (OMS) provides administrative and support services to the Comptroller's divisions. OMS also provides administrative and support services to the State's Central Procurement Office, which is housed in the Tennessee Department of General Services. OMS assists the Comptroller in policy and contract matters and provides procurement oversight and staff support as a member of the State Building Commission, Procurement Commission, Advisory Council on State Procurement and Certification Committee, and the Board of Claims.

Compensation

The Comptroller's Office offers a competitive salary and comprehensive benefits package that includes twelve days each of annual leave and sick leave, insurance plans, pension retirement plan, 401(k), college fee waivers, and much more.

Equal Opportunity Employer

Pursuant to the Comptroller of the Treasury's Workplace Discrimination and Harassment policy, the Office 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 Comptroller'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, sexual orientation, transgender and gender identity status, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.