

Auditor 4

State of Tennessee – Department of General Services, Internal Audit

The Tennessee Department of General Services (DGS) provides a broad range of support services -- including procurement of goods and services, real estate asset management, motor vehicle management, printing and media services, postal services, and warehousing and distribution – to other departments and agencies across state government. The department focuses on reducing the administrative cost of government to permit more state resources to be directed toward vital programs and services for the people of Tennessee.

The department is currently seeking candidates for an Auditor 4 within its Internal Audit Division. Under general supervision, the Auditor 4 will function as an assistant director and lead or supervise multiple teams of professional and sub-professional personnel in performing financial, compliance, operational and/or performance audits. Assignment to a specialty audit function without supervisory responsibilities is provided for in rare cases such as in acting as special auditor on a uniquely difficult audit.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a bachelor's degree in accounting OR a 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), AND experience equivalent to five or more years of full-time, increasingly responsible and professional auditing work.

Additional graduate coursework in business administration with a major in accounting may be substituted for the required experience on a year-for-year basis, to a maximum of two years.

PRIMARY DUTIES

- Leads assigned subordinates in conducting operational audits to evaluate efficiency and effectiveness of various programs.
- Examines organizational structure, managerial practices, policies and procedures and record-keeping procedures to ensure compliance with federal, state and other governing body regulations.
- Examines documentation maintained to support compliance with federal, state and other governing body regulations.
- Reviews the work of assigned subordinates to ensure accuracy and completion.
- Reviews departmental risk assessments to ensure compliance with the requirements of the Financial Integrity Act.
- Leads assigned subordinates in conducting investigations into allegations of fraud, waste, and abuse of State resources.
- Review and approve draft narrative reports that clearly communicate audit results and make recommendations for corrective actions, when appropriate.
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Lead assigned subordinates in performance of daily tasks to ensure goals are achieved and individual performance guidelines are being met.
- Communicates with internal and external customers in a courteous and professional manner to promote healthy relationships and provide exceptional customer service.
- Conducts themselves in a professional manner during the course of assigned duties.
- Demonstrate proactive approaches to problem solving and decision making.
- Proficient using Microsoft Office, EXCEL, Word, Outlook, as well as generating reports, electronic spreadsheets; utilizing electronic mail and other devices to facilitate communication with the internal and external customers.

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- Attends professional development and continuing education as required.
- Perform administrative duties, manage subordinates time and leave request as required, review and approves leave/overtime request for assigned subordinates based on departmental guidelines.

COMPETENCIES

- Advanced skills in critical thinking, active listening, social perceptiveness
- Advanced knowledge of accounting principles and practices
- 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 and a service orientation
- Intermediate skills in personnel management including knowledge of human resources policies and practices pertaining to supervision, coaching and performance management
- Proficiency with Microsoft Office tools, particularly Word and Excel

SALARY RANGE

The annual salary range for this position is \$49,000 to 78,500. The compensation awarded will be commensurate with qualifications. In addition to an annual salary, the State of Tennessee offers a comprehensive health benefits package along with paid holidays, deferred compensation, a retirement package, higher education fee discounts for eligible dependents, and fee waivers for employees.

Qualified and interested candidates should submit a cover letter and resume to DGS.Audit@tn.gov.

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.