

## Position Announcement

The Office of Criminal Justice Programs, within Tennessee Department of Finance and Administration, has an **Auditor 2** part-time or retired state employee 120 day employment opportunity.

OCJP functions as a strategic planning agency that secures, distributes and manages federal and state grant funds to state and local government agencies as well as non-profit agencies. These grant monies support innovative projects statewide in efforts to reduce criminal activity, provide services for victims of crime and promote overall enhancement of the criminal justice system in Tennessee. The ideal candidate must possess the knowledge and skills necessary to evaluate sub-recipients compliance with the requirements of state and federal programs, applicable laws and regulations, and clearly state results and outcomes. A strong background in financial and compliance auditing and the ability to conduct monitoring activities under limited supervision is essential.

*As such the minimum qualifications include:*

- Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to two or more years of full-time professional auditing work;
- Intermediate knowledge of auditing principles and practices; accounting principles and practices; and mathematics (Algebra, Statistical sampling);
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience;
- Knowledge of federal, state, and local laws, regulations, and requirements that govern grants administration

Responsibilities include:

- Conducts financial reviews of sub-recipients to verify the completeness and accuracy of financial documentation and ensure conformance with accepted accounting principles and practices; examining such documents as grant budgets, financial reports, bank statements, purchase invoices, general ledgers and payroll records;
- Conducts operational reviews of sub-recipients to evaluate the efficiency and effectiveness of various programs; examines organizational structure, managerial practices, policies and procedures and record-keeping procedures;
- Prepares monitoring narrative reports, work papers and other supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies and recommend methods for improvement;
- Exercises effective communication skills and professionalism with internal and external customers, and co-workers.
- Provide technical assistance to sub-recipients

OCJP provides funding to sub-recipients located throughout Tennessee. Monthly travel is required.

If interested in this opportunity, please send a cover letter and a resume to [Teresa.Sneed@tn.gov](mailto:Teresa.Sneed@tn.gov) Please share this announcement with other appropriately qualified individuals who would be interested in this opportunity.

**The State of Tennessee is an Equal Employment Opportunity Employer.**