AUDITOR 3

SUMMARY:

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget over $3 billion.

Under general supervision, an Auditor 3 leads or supervises a small team of professional auditors in performing financial, compliance, operational and/or program audits. Assignment to a specialty without supervisory responsibilities is provided for in rare cases such as in acting as special auditor on uniquely difficult and problem audits or serving as the only auditor in a small department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead assigned subordinates in conducting compliance audits of State departments, agencies, institutions, schools or private agencies receiving state or federal funds to determine statutory compliance.
- Lead assigned subordinates in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs.
- Reviews the work of assigned subordinates to ensure accuracy and completion.
- Analyzes internal controls during the course of regular audits or risk assessment analyses to identify adequacy of controls.
- Prepares draft audit narrative reports from work paper summaries under general supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions.
- Conduct performance evaluations of assigned subordinates.
- Assist management with developing objectives and strategies to meet work unit goals.
- Document assigned subordinates' performance on an on-going basis to support performance evaluation.
- Assist with Interviews and selection of candidates to fill assigned vacant positions.
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service.
- Conducts themselves in a professional manner during the course of assigned duties.
- Delegates work assignments to assigned subordinates to ensure efficient and timely completion of audit assignments.
- Provide coaching and development for subordinates to assist in personal development.
- 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.

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

EDUCATION/EXPERIENCE:
A bachelor's degree in Accounting, with the ability to sit for CPA exam, or a Public Accountant in good standing and experience equivalent to three years of full-time professional auditing work.

- Master's Degree and experience in public sector a plus.

SKILLS:
This position requires:

- Competencies in: listening, personal integrity, trust, ethics, values, time management, oral and written communications, composure, approachability, planning, prioritizing, learning, comfort around senior management, and business Acumen.

- Intermediate knowledge of: auditing principles and practices, accounting principles and practices, mathematics (Algebra, Statistical Sampling), basic knowledge of office productivity software (Microsoft Office Suite), knowledge of administrative and management principles and theories, clerical procedures, personnel management and human resource policies as it pertains to supervision, coaching, and mentoring practices.

- Intermediate skills in: reading, writing, monitoring, quality control, systems analysis, public speaking, active listening, critical thinking, time management, social perceptiveness, and service orientation.

- Abilities: Intermediate mathematical reasoning, oral and written comprehension, written expression, deductive reasoning, basic problem solving, basic speed of work closure, speech clarity and recognition.

COMPENSATION INFORMATION:
Commensurate with qualifications.

Eligible applicants may send resumes to:

Renae Richardson
Audit Services
TN Department of Human Services
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Nashville, TN 37243
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