

**STATE OF TENNESSEE  
TREASURY DEPARTMENT  
CLASS SPECIFICATION**

**Class Title**

Audit Director

**Salary Grade**

900

**Employee**

Vacant

**Effective Date**

August, 2011

**Non-Civil Service Division**

Internal Audit

**GENERAL CHARACTER OF DUTIES**

**Definition**

Under the general supervision of the Treasurer and the Assistant to the Treasurer for Legal, Compliance and Audit; plans, coordinates, supervises and directs the Internal Audit function of the Treasury Department.

**Example of Duties**

Plans the audit schedule for the various divisions within the Department; develops and maintains a current audit program for each division of the Department; supervises, reviews, and directs the audit work of the audit staff; prepares audit reports for the audits performed; assists the Treasurer in reviews of special projects, as requested; continual review of and assistance with accounting matters in the Department.

Trains audit staff. Prioritizes audit projects based on potential risks, assigns audit projects, and oversees the completion of the work by the audit staff. Reviews the procedures and internal controls of the Department and makes appropriate recommendation for improvement. Prepares and reviews audit programs, plans, and documentation, and participates in information system user planning groups. Reviews and audits new programs and functions within the Department. Coordinates responses to certain GASB proposed standards and exposure drafts. Acts as liaison between State Auditors and Department staff. Requests and obtains updated laws, policies and procedures and other information as needed. Reviews department contracts related to audited functions. Director must possess the ability to consult with the Treasurer, Assistants to the Treasurer, and Directors in establishing new computer systems, procedures, and functions upon request, respond to management's concerns and audit requests, keep abreast of accounting and auditing standards, assist management in departmental risk assessments, and perform other duties and investigations as assigned.

Serves as staff and provides support to the audit committees for the Tennessee Consolidated Retirement System, Baccalaureate Education System Trust, Chairs of Excellence, Tennessee Sports Hall of Fame, and Tennessee Local Development Authority. Responsibilities include scheduling meetings, preparing minutes of the meetings, and ensuring the audit committees discharge their responsibilities.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with a major in accounting, or a Public Accountant in good standing with five years of successful full-time paid employment, with three years in auditing of which two years must have been in a responsible supervisory capacity. Certified Public Accountant is required.

This position requires a background and a criminal background check.