

State of Tennessee
Department of Human Services

Audit Director - 2

The Tennessee Department of Human Services (TDHS) is seeking to fill the Audit Director- 2 position. This position is stationed in Nashville and is responsible for the oversight of program audit functions for the Department.

This position is responsible for overseeing the day-to-day planning and performance of audit/monitoring work for program segments of the Agency, including sub-recipient monitoring. It is also responsible for evaluating risks within the Agency that need to be considered for audit attention, establishing relationships with key personnel, and staying abreast of emerging issues.

CHARACTERISTIC DUTIES, RESPONSIBILITIES and SKILLS

- Possess extensive knowledge of audit functions in a governmental environment; quickly adapt to the business processes, policies and procedures, governance practices; regulatory obligations at the Agency.
- Maintain an extensive network among key personnel with the Agency and outside of the agency to monitor the risk profiles of individual units and keep abreast of changes occurring within the Agency.
- Assess potential financial, operational, and compliance risks that warrant audit/monitoring attention and identifying the units most likely to be affected.
- Ensure that audit/monitoring work is properly planned and directed so that areas of material risk are consistently provided appropriate levels of audit coverage.
- Communicate internal control concepts, how they apply for a wide variety of Agency settings, and the exposures resulting from ineffective or missing control practices.
- Rigorously evaluate audit/monitoring results from management's perspective.
- Perform quality assurance reviews of completed staff work as needed to ensure work performed by others is competently performed and meets established standards for documentation, thoroughness, accuracy, etc.
- Communicate audit/monitoring results, both verbally and in writing, such that they are persuasive, placed in the appropriate context, and understood by the recipient.
- Exercise sound judgment in identifying information that warrants escalation to higher levels of management.
- Conduct thorough internal investigations covering all aspects from notification to final reporting of results.
- Maintain high levels of staff productivity, managing resources to minimize downtime.
- Motivate staff to higher levels of effectiveness and performance by providing encouragement, information, perspective, challenging assignments and meaningful performance feedback.
- Assist in the creation of the annual Audit Plan and Monitoring Plan.
- Monitor and recommend revisions to the audit plan when warranted by changing conditions, identifying reasonable and rational trade-offs when competing priorities exist.
- Assess changes in the environment and identify opportunities for enhancing the value of audit/monitoring services to management, including the formulation and championing of strategic initiatives to improve audit/monitoring approach, process, or level of service.

- Manage and oversee multiple assignments simultaneously.
- Engage in professional development activities.
- Perform human resource functions including interviewing, selection, training, performance evaluation, salary determination, promotion and disciplinary action.
- Maintain effective working relationships with internal and external partners.
- Critical thinking and analytical skills.
- Must be proficient in computer software applications including Microsoft Office (i.e. Excel, Word, Outlook).
- Must be flexible, have the ability to change priorities quickly, and capacity to handle multiple tasks.

QUALIFICATIONS

Bachelor's degree in Business or related field with an emphasis in Accounting/Finance is required. A Master's degree in Business or related field with an emphasis in Accounting/Finance preferred. A minimum of three to five years of supervisory experience is required. A certification in a related field: CPA, CIA, CMA, CFE is preferred. Three to five years of internal audit experience and demonstrated proficiency is required. Prior experience in a government entity as a Director of Audit, Finance, or in an Administrator capacity in the private sector operating with multiple funding sources including State and Federal is preferred.

Please submit resumes to Ron Jones at Ron.K.Jones@tn.gov