



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
DIVISION OF REGULATORY BOARDS
NASHVILLE, TENNESSEE 37243-0572
615-741-3449 FAX 615-741-6470**

EXECUTIVE DIRECTOR – Tennessee State Board of Accountancy

The Executive Director serves at the pleasure of the Tennessee State Board of Accountancy (Board), in cooperation with and assistance of the Tennessee Department of Commerce and Insurance. The Executive Director serves as the chief executive officer of the Board and is expected to provide the staff leadership necessary to maintain a progressive service-oriented Board. Compensation will be commensurate with the candidate's qualifications. Interested applicants should send their resume along with a letter of interest to Caitlin.Robbins@tn.gov by June 19, 2015.

Essential Functions and Responsibilities:

- Implements Board decisions, policies and procedures. Is charged with the execution of the work of the Board in accordance with all laws and rules that regulate the accounting profession in Tennessee.
- Manages and supervises the operations of the Board staff in all functions including, but not limited to, processing applications, certifications, registrations, examinations, continuing professional education, budgeting, financial management and preparation of reports required by the Board and other State agencies. Monitors staff performance and provides timely feedback regarding performance of assigned duties.
- Plans and coordinates Board and Committee meetings including assisting the Board and Committee Chairs in the development of meeting agendas and preparation of meeting minutes.
- Provides Board members such information as needed to fulfill their regulatory duties and to keep them timely informed between Board meetings. Recommends policies, procedures, or actions as needed to achieve the objectives of the Board.
- Confers with Board legal counsel and Assistant Commissioner of the Department of Commerce and Insurance at agreed on intervals and as needed to operate an efficient and effective Board.
- Administers enforcement activities including investigations, complaints and hearings.
- Collaborates with AICPA, NASBA, & TSCPA as needed to stay abreast of professional issues impacting the accounting profession, and participates in outside activities as needed to promote the interests of the public accounting profession in Tennessee.
- Performs other duties as directed by the Board.

Qualifications, Experience and Skills:

- A Certified Public Accountant with an active Tennessee license.
- Demonstrated management experience with a public accounting practice, industry, governmental entity, or an educational institution.
- Demonstrated ability in written and oral communications and interpersonal relations.
- Ability to establish priorities among changing agendas and the multiple parties being served.
- Extensive use of computer resources.

The Tennessee Department of Commerce and Insurance is an Equal Opportunity Employer. Additional employment opportunities may be found at the Department of Human Resources Job Search Index.