



## DHS Auditor 2 (Remote)

**Job Location: 505 Deaderick St., Nashville, TN 37243 (Remote)**

The position will be AWS - Alternate Workplace Solution (Remote/Work from Home) and will require 35% or more travel within the State of TN with most of the travel being overnight.

### ABOUT POSITION

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, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), and Rehabilitation Services. TDHS has nearly 18 funding streams and operates a budget over \$2.7 billion.

Under general supervision, employees in the class are responsible for professional auditing work of average difficulty; and perform related work as required. An employee in this class is responsible for performing specialized or general auditing tasks and is expected to exercise judgment and initiative in handling work assignments. Work may include training of less experienced professional auditors.

### RESPONSIBILITIES

- Assist in conducting assurance audits of the department's internal controls to determine compliance, evaluate effectiveness and make recommendations to improve efficiency
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions
- Prepares electronic work papers and supporting documentation from a review or records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision

#### DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

#### DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

#### DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

#### Unique Benefits

- Pension
- 401K Match
- Family Tuition
- Paid Holidays
- Career Mentoring
- Emotional Health/Wellness Programs



- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service
- Proficient using Microsoft Office, EXCEL, Word, Outlook; strong ability to generate reports, electronic spreadsheets, utilize electronic mail and other devices to facilitate communication with internal and external customers; and
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service

## QUALIFICATIONS

- Bachelor's degree in Accounting, business administration, or related field.
- Basic knowledge of auditing principles and practices, accounting principles and practices, and basic knowledge of office productivity software (Microsoft Office Suite); and
- Abilities in intermediate mathematical reasoning, oral and written comprehension, written expression, deductive reasoning, basic problem solving, basic speed of work closure, speech clarity and recognition
- Proficient in Microsoft Office Suite: EXCEL, Word, Outlook, and has the ability to generate reports, electronic spreadsheets and have the ability to effectively communicate with internal and external customers
- Applicants for this class exposed to Federal Tax Information may require background screening:
  - Complete a criminal history disclosure form in a manner approved by the appointing authority;
  - Agree to release all records involving criminal history to the appointing authority;
  - Supply a fingerprint sample prescribed by the TN Bureau of Investigation based criminal history records clerk

### Competencies

- Personal Integrity
- Time Management
- Verbal and Written Communications
- Planning
- Multi-tasking
- Customer-Focused

For Information regarding State of Tennessee benefits please [click here](#).

### How to apply:

- To be considered for the Auditor 2 position with the Tennessee Department of Human Services external applicants must also apply online at [www.TN.gov/Careers](http://www.TN.gov/Careers) by **June 1, 2022** at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through [Edison self-service](#).
- Target Range: \$40,380 – \$52,500. The directly related experience, knowledge, skills, and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*