



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
- 12 holidays



Auditor 3

Job Location Address: 505 Deaderick Street, Nashville TN 37243

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, 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 acting as "special auditor" on uniquely difficult and problem audits or serving as the only auditor in a small department.

RESPONSIBILITIES

- Lead a small team of professional auditors in performing financial, compliance, operational and/or program audits. assigned team in conducting compliance audits of State departments, agencies, institutions, schools or private agencies receiving state or federal funds to determine statutory compliance
- Lead assigned team in conducting operational audits to evaluate the efficiency and effectiveness of various programs
- Reviews the work of assigned team 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.
- Assist management with developing objectives and strategies to meet work unit goals
- 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 team to ensure efficient and timely completion of audit assignments.
- Provide coaching and development for team 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 internal and external customers
- Perform administrative duties, manage team time and leave request as required, review and approves leave/overtime request for assigned team based on departmental guidelines

QUALIFICATIONS

- Bachelor's degree in Accounting, business administration, or related field. Master's Degree and experience in public sector a plus
- A minimum of 3 years of experience in auditing and/or monitoring engagements
- Intermediate knowledge of auditing principles and practices, accounting principles and practices, 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 in intermediate mathematical reasoning, oral and written comprehension, written expression, deductive reasoning. basic problem solving. basic speed of work closure. speech clarity and recognition

Competencies

Approachability · Personal Integrity and Trust · Composure · Planning and Prioritizing · Learning · Comfort around senior management

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

How to apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by October 8, 2019. All email submissions must include in the subject line: DHS Auditor 3
- Applicants for this class with access to Federal Tax Information (FTI) may be required to: Complete a criminal history disclosure form; Agree to release all records involving their criminal history to the department; Supply a fingerprint sample prescribed by the TN Bureau of Investigation based criminal history records clerk.
- Salary Range: \$44, 520 – 57, 888. 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.