

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Internal Audit Director
Nashville, TN
Salary: \$145,000 annually

Job Overview

The Division of Internal Audit provides the department's Audit and Assurance, Consulting and Advisory, Education, and Integrity services. The Internal Audit Director will lead, mentor, and train each auditor through empowerment, communication, and delegated authority. This position will collaborate with Department leadership in developing programs, technical direction, organizational structures, and section budgets that align with the Internal Audit Division's strategic vision. The Internal Audit Director will supervise auditors and assist in developing performance plans, schedules, and metrics that ensure each team member's expected outcomes and accountability.

This position will maintain the availability of resources that provide for the success of the Internal Audit Division. This position will oversee the development and execution of audit plans, reporting, policies, and procedures regarding internal auditing. Additionally, the Internal Audit Director will conduct Performance Audits to ascertain the efficiency, effectiveness, and economy of TDOT's various operational and financial programs, processes, and activities. Audit and Assurance services are prioritized from a Risk Management approach to focus resources on areas of high risk. Consulting and Advisory services are designed to initiate a collaborative process to address concerns regarding the ever-changing business environment. Education services include training on ethical behavior, fraud awareness, internal controls, and department employees' proper use of TDOT assets. Integrity services are performed to substantiate alleged fraud, waste, and abuse of TDOT funds by department employees, contractors, vendors, and grantees.

This position will empower staff to implement national best practices that provide management and senior leadership with the information they need to make better decisions. This is done through making practical, cost-beneficial recommendations to improve TDOT's operations, drive innovation, improve performance, and ensure alignment with the Department's strategic goals.

Essential Job Responsibilities

Collaborate with TDOT leadership in managing resources, staff utilization, and financial performance for the Internal Audit Division. Plan, organize, and direct all auditing activities; prepare annual audit plans; maintain flexibility to account for any unexpected requests and due dates; monitor progress to established due dates; and submit status updates. Effectively supervise Lead and Staff Auditors, assigning audit tasks to the team that performs various projects including, but not limited to, internal audits, compliance audits, information system assessments, risk assessments, and investigations; guides team members; and develops their skillsets.

Establish and ensure a direct relationship between quality and work outcomes by assisting in developing standards for the Internal Audit Division. Work closely with executive leadership to resolve and correct significant problems uncovered in audits and in dealing with complex and controversial audit findings. Analyze the results of audits, review detailed reports that document the extent and scope of the examination, identify problems, and recommend possible solutions.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the Internal Audit Division in providing exceptional customer service to internal and external customers, exercising practical listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Establish and maintain essential contacts with division heads, high-level managerial personnel, governmental officials, and attorneys.

Maintain awareness of national audit practices for developing, explaining, interpreting, and enforcing state and federal laws, rules and regulations, and audit policies and procedures. Make strategic decisions on recommendations for change; resolve differences in interpretation and application.

Per the government auditing standards, assist with developing legislation and regulations that seek to improve the lives of TDOT employees, inspire innovation, better support, and strengthen the culture of TDOT.

Directs the department's audit activities with the Comptroller of the Treasury and other state and federal agency audit personnel. Ensure the internal audit work products and services are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

1. Bachelor's degree, including at least 36 quarter hours in accounting
2. 5 years of increasingly responsible professional audit work and at least 2 years of personnel supervisory experience.
3. Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE) is required.

Compensation and Benefits

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the TDOT Internal Audit Director requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be emailed to TDOT.Careers@tn.gov by Thursday, November 2nd.