

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.



Audit Manager

Internal Audit Division

\$113,268 – \$120,000 annually

Job Overview

The Audit Manager will lead, mentor, and train audit employees through empowerment, communication, and delegated authority. This position will develop procedures, processes, and plans that align with the Audit Division's strategic vision while effectively delegating when applicable and ensuring the availability of sufficient resources for their employees to be successful. This position reports to the TDOT Audit Division Director.

This position will assist in developing policies, relevant training, procedures, manuals, and governance required to implement statewide programs and will develop, manage, and facilitate methodologies, tools, resources, and guidelines to assist the Internal Audits staff in producing work products and services to implement effective internal audit functions. The Audit Manager will collaborate with personnel across the agency to oversee and support audit functions.

The Audit Manager will oversee and supervise technical staff and develop performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. They will research and report national best practices and recommend ideas that drive innovation and efficiency within the Audit Division.

Essential Job Responsibilities

Manage resources and staff utilization to allow the audit team to perform their roles effectively and efficiently, maximizing their ability to address unanticipated challenges successfully. Oversee the delivery of audit services to TDOT, including but not limited to performance, finance, compliance, operational, contract and agreement, information technology, grants, subrecipient, and forensic accounting audits, compliance and reporting, stakeholder engagement and training, technical assistance, and supportive services.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Audit Division. Coordinate with the Quality Assurance and Operations Support Auditor to assist with quality control tasks per the TDOT Quality Assurance Process with respect to the Government Accountability Office's (GAO) Generally Accepted Governmental Auditing standards (GAGAS) and the International Professional Practices Framework (IPPF) of the Institute of Internal Audit (IIA).

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

Lead audit team by providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Provide reports on audits, findings, and recommendations, demonstrating accountability and transparency. Foster and sustain essential professional relationships with Audit Division Leadership, the Bureaus of Administration, Engineering, and Planning, regional staff, local, state, and federal agencies, as well as industry partners and stakeholders, to ensure alignment between Audit Division objectives and broader transportation initiatives.

Advise Project Teams within TDOT to assess risks and address audit requirements and compliance concerns. Ensure audit factors are considered and implemented to provide independent, objective assurance and advisory services designed to add value, improve operations, and support the organization in achieving its goals.

Remain current on revisions to audit regulatory requirements, standards (GAO, IIA), and guidelines related to performance, finance, compliance, operational, contract and agreement, information technology, grants, subrecipient, and forensic accounting audits, compliance and reporting, and quality management components.

Participate in peer reviews and exchanges with transportation organizations. Remain current on national best practices related to audit services for TDOT employees and contractors; incorporate research, evaluations, and implementation of emerging technologies and methodologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes, and procedures.

Manage the development and implementation of technology in partnership with the TDOT Information Technology Division, which ensures program success while maintaining compliance with federal and state audit laws, regulations, policies, and standards.

Ensure 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

- Bachelor's degree in Finance, Accounting, Business Administration, or other related field and
- 8 years of demonstrated competency in developing, implementing, and managing audit programs or other related field that includes at least 2 years of demonstrated competency in supervision

Preferred Qualifications:

- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Forensic Accountant (CrFA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE)

Ideal Candidate

The ideal candidate for the Audit Manager is a strategic, results-driven leader with exceptional integrity and a collaborative mindset. They empower their team through mentorship, effective communication, and accountability, fostering a positive and inclusive culture. Detail-oriented and adaptable, they excel in managing complex processes, driving innovation, and aligning audit initiatives with organizational goals. With a commitment to continuous

improvement, they stay current on best practices and regulations, ensuring high-quality, consistent results. A strong relationship builder, they prioritize transparency, customer service, and teamwork, contributing to the organization's success with excellence and efficiency.