

## 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.

**For more information on this division, please see link below:**

[TDOT Internal Audit Division](#)



### **Auditor 3**

Internal Audit Division

Location: Nashville, TN

Compensation: \$4,450 - \$5,550 monthly

### **Overview**

The Tennessee Department of Transportation is currently hiring a full-time Auditor 3 professional for our TDOT Internal Audit Division located in Davidson County.

The Division of Internal Audit provides Audit and Assurance, Consulting and Advisory, Education, and Integrity services for the department. The primary focus of the Division is conducting Performance Audits designed 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 risks. The ultimate objective is to provide the management structure and senior leadership with information they need to make better decisions - through practical, cost beneficial, recommendations geared toward improving TDOT's operations.

### **Position Description:**

This position is under general supervision and will be responsible for performing or leading operational audits of varying levels of difficulty and complexity. Additionally, this position may be responsible for performing or supervising teams of professionals to perform audits of the department of transportation, agencies, institutions, or schools. Assigned audits may include entities receiving state or federal funds to determine statutory compliance. This position will be assigned uniquely difficult engagements including first time audits addressing evolving risks and special requests from department senior leadership.

### **Responsibilities**

- Perform work in conformance with IIA Red Book, GAGAS Yellow Book, and Green Book standards.
- Effectively examine and comprehend organizational structure, practices, policies, procedures, and regulations for planning and executing projects.
- Plan, perform and complete audit projects, including interviews and other substantive test work.
- Reviews the work of assigned personnel to ensure accuracy and completion.
- Create tailored work programs and develop effective substantive testing methods.
- Examines documentation including but not limited to, financial statements, bank statements, balance sheets, purchased invoices and payroll records to ensure compliance with federal and state regulations.
- Analyze internal controls for adequacy; make recommendations for remediation.
- Document and clearly communicate audit results via professionally written reports.
- Assist with preparation and execution of annual risk-based audit plan.
- Attend professional development and continuing education courses as required.
- Other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Strong critical thinking, analytical, and active learning skills.

- Ability to apply rigorous logic and methods to solve complex problems with effective solutions.
- Strong deductive reasoning ability.
- Exceptional documentation, organization, and time management skills.
- Strong judgment and decision-making skills.
- Strong knowledge of auditing principles and practices.
- Strong verbal and written communication skills, including report writing and grammar skills.
- Strong interviewing skills for the purpose of documenting process narratives for understanding.
- Strong attention to detail.
- Ability to effectively multitask.
- Comfortable working independently as well as in a collaborative setting.
- Strong leadership skills.
- Strong customer service and relationship building skills.
- Ability to remain focused, efficient, and effective in a remote working environment.
- Strong Microsoft Excel skills (can readily use lookups and pivot tables).
- Proficient in other Microsoft Office software packages (i.e., Word, SharePoint, PowerPoint).
- Uncompromising ethical behavior.

### **Supervisory Responsibility:**

- Effectively train, develop, and coach new employees.
- Effectively delegate tasks.
- Motivate and develop others in a manner that maximizes productivity and morale.

### **Qualifications**

**Education and Experience:** Graduation from an accredited four-year college or university with a bachelor's degree in accounting or a Public Accountant in good standing and experience equivalent to three years of full-time increasingly responsible professional auditing work.

**OR** Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter (24 semester) hours in accounting and experience equivalent to substantial three of full-time increasingly responsible auditing work.

**OR** A Certified Public Accountant with the State of Tennessee and experience equivalent to two years of full-time increasingly responsible auditing work.

**Substitution of Education for Experience:** Additional graduate coursework in business administration with a major in accounting may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

#### **Preferred Certifications**

- **Certified Fraud Examiner (CFE)**
- **Certified Internal Auditor (CIA)**
- **Certified Information Systems Auditor (CISA)**

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at: <https://www.tn.gov/careers.html>

Select **AUDITOR 3 – 05072024-57703**

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

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.