



**Tennessee Rehabilitative Initiative in Correction**

**6185 Cockrill Bend Circle**

**Nashville, TN 37209**

**Website:**

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**All State of Tennessee facilities are smoke free environments.  
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.**

**TRICOR INTERNAL AUDITOR**

**TRICOR Central Office**

**Job Class:** Executive

**Deadline:** October 16, 2015

**Location:** Davidson County

*TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.*

**Job Description:** This position is responsible for executing operational, financial and compliance audits to evaluate the effectiveness of internal controls and organizational risk. The Internal Auditor makes recommendations to senior management to increase the efficiency and/ or effectiveness of the control systems of functions reviewed. This individual will be part of a function with a scope of activities that is comprehensive including providing value-added analysis on business operations, internal controls and risk management.

**Primary Responsibilities:**

- Conduct financial, compliance and operational audits and investigations.
- Examine documentation including but not limited to, financial statements, purchase invoices and payroll records to ensure compliance with accounting standards, federal and state regulations.
- Examine organizational structure, managerial practices, policies and procedures and record-keeping procedures to ensure compliance with federal and state regulations.
- Prepare draft audit narrative reports to document audit results, clearly communicate results, and make recommendations for corrective actions.
- Prepare work papers and supporting documentation from a review of records and other auditing resources.
- Identify legal, financial, compliance, and/or administrative problems or discrepancies.
- Document work performed in the course of the audit according to departmental standards, policies, and procedures.
- Conduct research on federal, state, and department policies, procedures, rules, and regulations to assist in the development of an audit program for testing.
- Brainstorms workflow and process improvements with co-workers to enhance workplace efficiency and comply with audit suggestions.
- Assists management in the development of risk assessments to determine the adequacy and effectiveness of the department's operating controls.
- Other duties as assigned.

**Education, Experience and Qualities:**

- Bachelor's Degree in Accounting from an accredited college or university.
- An MBA or a MS in Accounting and/or government experience would be a plus.
- A certification such as a CPA, CIA, CFE, and/or a CA is a plus.
- 2-6 years of experience in an internal auditing or project lead capacity or public accounting or audit.
- Experience in manufacturing and cost accounting is a plus.
- Ability to use PC-based automated software tools, proficiency with spreadsheets, project management exposure, risk-based assessments, have excellent communication skills.

**Knowledge, Skills, Competencies:**

Economics/Accounting, Data Analysis, Time Management, Ethics/Values, Integrity/Trust, Critical Thinking, Decision Making, Process Management, Deductive and Inductive Reasoning, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Presentation Skills, Complex Problem Solving, Functional/Technical Competency, Team Oriented, Research, and Active Listening.