

**Tennessee Department of Mental Health and Substance Abuse Services
Division of Licensure
Director of Sub-Recipient Monitoring**

Job Announcement: Audit Director 1, Executive Service, Salary Grade ESPP 113, Salary Range \$4,769 to \$8,585.

Organization Description:

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) serves as the State of Tennessee's mental health and substance abuse authority. It is charged with planning for and promoting an array of services from prevention and early intervention to resiliency and recovery. TDMHSAS operates four (4) regional mental health institutes (RMHIs), contracts with mental health and substance abuse agencies across the state to offer community services and provides policy, programmatic and quality oversight to programs that provide an array of behavioral health and substance abuse services to eligible persons.

Expectations:

TDMHSAS seeks an experienced professional to serve as Director of Sub-Recipient Monitoring for the Department. This position ensures the Department strictly adheres to the requirements of the fiscal and programmatic monitoring requirements of all state grants and complies with federally-mandated earmarks. This position would also supervise sub-recipient monitoring and subordinate monitoring staff. An individual in this position will review the current monitoring guidelines and processes, ensure consistency in monitoring methodology, and make appropriate reviews and recommendations regarding monitoring processes. This employee will also contribute to the development of Risk Assessments to aid in the development of the Department's annual monitoring schedule.

Responsibilities:

- Coordinate Department sub-recipient and programmatic monitoring functions
- Supervise sub-recipient monitoring personnel and work products
- Provide technical assistance to sub-recipient agencies regarding their responsibilities to properly expend, report and tract grant funds
- Develop an annual Risk Assessment Sub-recipient Monitoring Plan
- Ensure that fiscal and programmatic monitoring is provided in accordance with the annual sub-recipient monitoring plan and OMB A-133 standards
- Train staff conducting programmatic and fiscal monitoring for sub-recipients and maintain all resulting documents, ensuring consistent adherence to Federal, State and Department regulations
- Assist with preparation of grant budgets, as needed
- Review independent audits of sub-recipients to ensure compliance with State of Tennessee Policy 2013-007 and OMB A-133
- Oversee compliance with OMB Super Circular

- Draft and maintain Management Decision Letters and ensure resulting correction action plans are received and monitor compliance with the corrective action plans
- Assist in risk assessment, especially on items related to internal controls
- Monitor compliance with suspension and disbarment
- Review cognizant agency list and cost allocation plans
- Provide oversight for Department's monitoring functions, including testing of internal controls, coordinate external investigations and manage all other oversight needs as directed by the Commissioner

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in accounting, economics or similar field and experience equivalent to four (4) years of full-time increasingly responsible fiscal work. A candidate with a Tennessee CPA license is preferred. A candidate with experience in health and social service programs is strongly preferred.

Individuals with the following skills/experiences are preferred:

- Thorough knowledge of the principles and practices of sub-recipient monitoring requirements.
- General knowledge of budgeting, audit and accounting practices and procedures.
- Ability to analyze, organize and present fiscal, technical and programmatic information effectively in oral and written form.
- Ability to plan and coordinate work of professional staff; initiate administrative programs and procedures; and evaluate effectiveness of administrative programs and procedures.
- Ability to exercise judgment and discretion in establishing, applying and interpreting a wide range of administrative policies and procedures.
- Ability to establish and maintain effective working relationships with Department staff and contracted community agencies.

Qualified and interested candidates should submit a cover letter and resume to Janice Tomlinson at Janice.Tomlinson@tn.gov.

This position requires a pre-employment criminal background check and pre-employment drug testing.