

TENNESSEE DEPARTMENT OF AUDIT

LEGISLATIVE INFORMATION SYSTEMS AUDITOR 1

OFFICE

This position is with the Tennessee Department of Audit which, under the direction of the Comptroller of the Treasury, is responsible for the audit of state and local government entities. As a post-audit agency, the department, through its component divisions, examines the books and records of an entity and determines the entity's compliance with applicable statute, rules and regulations. The department is comparable to an independent public accounting firm in the business sector, because as a legislative organization it is independent of the audited entity.

EXAMPLES OF RESPONSIBILITIES

Under the general supervision of an employee of higher classification, performs professional IS auditing work for the Department of Audit. Examines the IS related functions of the accounts or books of a state department or agency, county and municipal governmental unit in conjunction with state, county or municipal auditors, to determine if the accounts and results of the various types of transactions have been properly controlled, entered into, operated upon, and correctly dispensed with by the IS function; performs IS audit assignments including the evaluation of organizational structure, IS related equipment hardware, operating systems software, production programs and systems physical installation, budgetary considerations, procurement, cost allocations, systems development, computer operations, establishment of and adherence to IS standards and procedures; prepares auditing work papers in standard form giving information relative to the extent of the examinations and findings; adjusts, lists and reports to the supervisor all errors found; composes correspondence regarding auditing work; instructs and teaches other auditors in the general aspect of the IS function and auditing thereof, and assists other auditors in the more difficult aspects of IS related auditing tasks.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four year college or university with a major in accounting, computer information systems, computer science or a business or mathematics related curriculum with a minor or equivalent experience in information systems.

The above qualifications express the minimum standards of education and experience required for this classification. Other combinations of education and experience, if equivalent, may qualify an applicant for consideration.

Knowledge and Abilities: Considerable knowledge of basic IS principles, concepts, standards and procedures relating to a business environment; some knowledge of systems analysis and design, computer theory in hardware, communications, operating systems, data base concepts, and applications development procedures.

Ability to deal tactfully with the public and co-workers, exercise good judgment in evaluating situations and making decisions, express ideas clearly, concisely, and convincingly as evidenced by an interview with the appointing authority.

POLICY OF NON-DISCRIMINATION

The Comptroller's Office is an equal employment opportunity employer and does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, service or activities. To assist the office in its efforts to meet diversity goals, minorities are encouraged to apply.

TO APPLY

Contact your placement office for a schedule of on-campus interviews, or send resume, transcript, and names and phone numbers of at least three references to:

**Elaine Driver, Human Resources Assistant Director
Tennessee Department of Audit
Suite 1400, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-1402
(615) 401-7738 FAX (615) 532-2224**