

Legislative Audit Investigator 1

Please submit resume with official or unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov.

The Comptroller of the Treasury is a constitutional officer elected by a joint vote of both Houses of the General Assembly for a two-year term. State law prescribes the Comptroller's duties, which include the audit of state and local governmental entities and participation in the general financial and administrative management and oversight of state government. The Comptroller also is a member of various committees, boards, and authorities of state government. The Comptroller's office was recently named a 2016 Top Workplace by the *Tennessean*.

We are currently searching for a full-time, Legislative Audit Investigator 1 to join our team in Nashville, TN. The position starts at \$44,088 per year. This position is responsible for performing professional investigative work for allegations of fraud, waste, and abuse in state and local governments and other publicly-funded entities within the State of Tennessee. This position also provides requested assistance and appropriate information to citizens, auditors, public officials and policy makers, other state departments and agencies, law enforcement and prosecutorial agencies, and other interested parties. This position also performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Education and Experience

Graduation from an accredited college or university with a bachelor's degree in accounting or business administration with accounting emphasis. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

Certifications and Licenses

Valid TN Driver's License

Certified Public Accountant (CPA) or eligibility to sit for the CPA exam is preferred.

MAJOR RESPONSIBILITIES:

- Perform investigative work involving allegations of fraud, waste, or abuse of public funds or property, including but not limited to:
 - Conduct interviews;
 - Review and analyze documents;
 - Prepare case files (working papers) in appropriate format; and
 - Research laws and regulations
- Work with staff of local, state, and federal agencies, contract auditors, vendors, citizens, etc. to accomplish the mission of the organization.
- Conduct appropriate quality assurance processes to ensure accountability.
- Seize process improvement opportunities to streamline workflows and improve accuracy.
- Maintain and continually improve individual contribution to a service-oriented culture that supports customers and leadership.
- Communicate clearly and frequently with leadership, team members, and customers.
- Utilize a high degree of tact and diplomacy in all interactions.
- Continually assess and communicate risk. Take action as assigned to document, control, and mitigate identified risks.

- Use a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices, and policy.
- Perform other duties as assigned.

Knowledge, Skills, Abilities, and Competencies

A successful employee in this role possesses the competencies to deal tactfully and proficiently with the public; to exercise common sense and good judgment in evaluating situations and making decisions; and to express ideas clearly, concisely, and convincingly. Candidates should be familiar with accounting, auditing, and/or investigative procedures, and should be skilled in the use of computers and commonly used software. Successful employees will possess strong communication skills, a strong focus on accuracy and timeliness, and the ability to work both individually and as part of a team. Employees will maintain professionalism at all times and exhibit a high level of integrity in all situations, including but not limited to the appropriate treatment of confidential information, adherence to policies, procedures, rules and regulations, and professional conduct in dealing with all persons.

Employees in this role will travel as needed (varying up to 75% monthly) and may be required to work a flexible schedule in order to meet deadlines.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.