

# TRICOR INTERNAL AUDITOR

## TRICOR CENTRAL OFFICE

Job Class: Executive

Location: Nashville, TN

Salary Range: \$4,677 – \$5,965 Monthly



TRICOR  
6185 Cockrill Bend Circle  
Nashville, TN 37209

For more information contact:  
Nikki Turner  
615.741.1779

To apply and send salary  
requirements send an email to:  
TRICOR.HumanResources@tn.gov



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

### 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:

- Lead and manage the TRICOR Contract Administrator ensuring compliance within the agency of all contracts.
- Conduct agency financial, compliance and operational audits.
- Examine documentation including but not limited to, financial statements, bank statements, balance sheets, purchase invoices and payroll records to ensure compliance with 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 under direct supervision.
- Document work performed in the course of the audit according to departmental standards, policies, and procedures for review by assigned supervisor.
- Conduct research on federal, state, and department policies, procedures, rules, and regulations to assist assigned supervisor in the development of an audit program for testing.
- Brainstorms workflow and process improvements with co-workers, and assigned supervisor to enhance workplace efficiency and comply with audit suggestions.
- Provides risk assessments to TRICOR leadership to determine the adequacy and effectiveness of the department's operating controls.
- Other duties as assigned.

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### 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; and
- Ability to use PC-based automated software tools, proficiency with spreadsheets, project management exposure, risk-based assessments, have excellent communication skills.

### Key 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.

### State of Tennessee Benefits

|   |                                 |
|---|---------------------------------|
| Health Insurance                          | 401K & Retirement Pension Plans |
| Dental Insurance                          | Textbook Reimbursement          |
| Vision Insurance                          | Continuing Education Discounts  |
| Incentive Plan (subject to plan criteria) | Employee Learning & Development |
| Flexible Spending Accounts                | Life Insurance                  |

For more information regarding health options you may visit:  
<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:  
<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:  
<http://treasury.tn.gov/dc/>

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TRICOR is a state agency which exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis. TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.