



Internal Audit Data Analyst

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The Department currently has one open position. Internal Audit assists management with achieving agency goals and objectives by conducting assurance and consulting services to identify areas where Treasury can improve operations and manage risk.

Key Responsibilities:

- Conducts data analysis to support audit projects.
- Conducts audits of Governance, Risk & Compliance (GRC) reporting structure.
- Investigates irregularities and recommends corrective actions.
- Prepares written reports according to Internal Audit division standards.
- Ensures the Treasury's records and performance meet the requirements set forth by rules and regulations, State of Tennessee Statutes, Audit Committee guidelines, Generally Accepted Accounting Principles (GAAP), and the Institute of Internal Auditor's Code of Ethics and Standards for the Professional Practice of Internal Auditing (SPPA).

Qualifications:

- Intermediate knowledge of data analysis software (ACL, Microsoft Access, SQL) Excel & Word software.
- Solid knowledge in areas of auditing, data analysis and business processes with the ability to work independently.
- Graduation from an accredited four-year college or university with a major in Accounting, Finance, or Computer Sciences.
- 2-4 years of similar or related experience.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) is preferred.

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