



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 \$60 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 individuals to make informed 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 Internal Audit Data Analyst is responsible for assisting management with achieving objectives and agency goals by conducting assurance and consulting services to identify areas of improvement in risk management and operations.

Distinguishing Features:

Responsibility for performing control assessments by functional area and/or processing evaluating internal control systems. This position will perform audit procedures on divisions, processes, controls and records and will prepare documentation and test work to support audits performed. This position will assist in the implementation of new or revised internal audit policies, methods and procedures.

Key Responsibilities:

- Conducts risk assessments, audits of operations, reviews of divisional structures, controls, policies, and procedures
- Conduct data analysis and continuous auditing using current data analysis software solution and related Governance, Risk & Compliance (GRC) reporting structure
- Investigates irregularities and recommends corrective actions
- Conducts special projects at the request of management
- 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* (SPPIA)

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in data analysis, auditing, or computer science with 2 - 4 years of similar or related experience. Other relevant college degrees considered.

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- Intermediate knowledge of data analysis solutions such as Audit Command Language (ACL), Microsoft Access and/or SQL
- Demonstrated knowledge in areas of data analysis, accounting, or auditing with the ability to work independently
- Documented work experience using ACL (or current data software solution) to complete projects involving data analysis and auditing is required
- ACL Certified Data Analyst (ACDA) and Certified Public Accountant (CPA) preferred or agree to obtain within a reasonable time of hire. Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) preferred
- Experience with Tableau is preferred

Recommended Competencies

- Excellent Communication Skills (oral, written, and facilitation)
- Knowledge of business analysis, quality assurance best practices, configuration management, and workflow tools and/or practices
- Requirements Elicitation, Analysis and Documentation, and Vendor Management
- Analytical Thinking and Problem-Solving skills
- Project Development and Presentation Skills
- Agile Project Methodology
- Detail Oriented and Inquisitive
- Negotiation and Conflict Management skills
- Solid Organizational skills including Attention to Detail and Multitasking skills

The State of Tennessee is an Equal Opportunity Employer.

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