



INTERNAL AUDITOR

Tennessee Housing Development Agency (THDA) is a non-civil service state agency. Our mission is "Leading Tennessee Home by creating safe, sound, affordable housing opportunities." THDA offers an excellent benefit package, including medical/dental/vision/life insurance, 401(k) and 457 plans, Tennessee Consolidated Retirement System, tuition reimbursement, flexible work schedules, Employee Assistance Program, annual leave and sick leave, and eleven paid holidays per year. For more information, please visit our website <http://www.thda.org>.

Division: Internal Audit

Reports to: Audit Manager

Location: Nashville, TN

Full-time/Part-time: Full time Long Term Temporary
(Approx. 4 years, Includes benefits)

Salary Grade: 28

Monthly Salary Range Minimum: \$3,208

FLSA Classification: Exempt (02)

Critical features of this job are described under the headings below. They may be subject to change at any time due to changes in our business processes or other business-related reasons.

Position Summary: Under the leadership of the Audit Manager and Director of Internal Audit, is responsible for performing financial, compliance, and performance audits, reviews and investigations of the THDA Hardest Hit/KMTH program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs audits of the KMTH/HHF program and procedures, including preparation of adequate electronic working papers.
- Performs audits of external organizations such as Provider Agencies and Vendors.
- Makes recommendations for improvement.
- Works with the Division Director, Audit Manager or Senior Internal Auditor, assisting with investigations necessary to address allegations of fraud, waste, or abuse of within the KMTH Program, or functions or any other allegations affecting the KMTH Program.
- Conducts or participates in interviews relating to harassment and/or Title VI allegations.
- Performs quality control test work.
- Performs special audit projects as directed by the Audit Manager or the Division Director.
- Evaluates internal control systems, identifies potential weaknesses, and makes recommendations for improvement.
- Establishes and maintains effective working relationships with division personnel and organization staff.
- Prepares reports for management.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting, finance or business administration.
- Two to three years of audit experience and/or mortgage industry experience.
- Certified Public Accountant (CPA) license in good standing preferred.
- Experience in the mortgage loan industry is mandatory.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Extensive knowledge of accounting and auditing procedures.
- Ability to evaluate internal control systems, detect weaknesses and make recommendations for improvement.
- Ability to write clear and concise audit reports detailing findings.
- Ability to perform projects independently.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public while giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, the Internet, and TeamMate Audit software.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid Tennessee Driver's License.
- Occasional day travel and some overnight travel, both in and out of state (up to 20%).

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

To apply for this position, please visit the Careers page of our website at www.thda.org. The application deadline is Friday, June 14, 2013.