



Executive Service Position Announcement
Revenue Audit Director

Annual Salary Range: \$100,000-\$116,000

Salary range is estimated- determined by candidate credentials

Application Deadline: January 31, 2017

Summary:

The Audit Director is an executive position responsible for the direction of all tax compliance functions performed by the Department's Audit Division. The Audit Division is a dynamic team that promotes compliance with Tennessee's state and local tax laws through a variety of audit-related initiatives. This mission is performed from 14 offices, including 8 located throughout Tennessee and 6 based in other states, comprising approximately 350 employees. The Audit Division has an operating budget of approximately \$27 million and makes tax assessments of approximately \$250 to \$300 million per year.

The Audit Director is based in Nashville and reports to one of the Department's 3 Assistant Commissioners. The Director's main duty is to effectively direct the operations of the Department's largest division through strong leadership, aggressive recruitment and personnel development, and customer focus throughout all tax administration responsibilities.

Leadership Competencies Required:

Strong Problem Solving/Decision-Making, People Management and Development, Communication, Operational and Accountability, Customer Service, and Resource and Time Management Skills

Responsibilities:

The Director directs the day-to-day leadership of the Audit Division and is responsible for the administration and management of a variety of functions including:

- Field Audit
- Office Audit
- Refunds

- Penalty Waivers
- Tax Incentive Verification
- Retail Accountability Program
- Tax Review and Technical Support

The Directors' oversight and compliance mission encompasses a range of tax types including sales/use, business, franchise, excise, motor fuel, income, and other miscellaneous taxes. The Director is supported by an administrative assistant and two Assistant Directors, one primarily overseeing Field Audit and the other Office Audit. The largest number of division employees are located in downtown Nashville.

Priorities:

Priorities for the position include effective demonstration and development of leadership within the organization, human resource management focused on recruitment and retention of strong talent, and improving tax compliance and administration through the implementation of a modern integrated IT solution across the Department.

Minimum Qualifications:

- Graduation from an accredited college or university
- Advanced degree and/or professional certification strongly preferred in business or government administration, organizational leadership, accounting, finance, economics, statistics, or law
- Prior experience in management/leadership

To Apply:

Submit letter of interest and resume to Kimberly.Mantlo@tn.gov by January 31, 2017

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.