The Tennessee Department of Revenue provides upcoming qualified candidates the ability to gain hands on tax auditing experience in anticipation of graduation. Our program is focused on providing candidates with the ability to explore, experience, and learn the functions and mission of the Department of Revenue.

**About Us**

Tennessee's chief tax collector, the Department of Revenue administers and collects taxes and fees associated with state tax and motor vehicle title and registration laws. The Department of Revenue collects about 87 percent of total state tax revenue, along with taxes for local, county and municipal governments. The Department also apportions revenue collections for distribution to various state funds and local governments.

More than 900 people work for the Department of Revenue.

Three hundred and fifty of those 900 work within the Audit Division.

**Locations**

**In-State**
- Bartlett
- Jackson
- Nashville
- Cookeville
- Shelbyville
- Chattanooga
- Knoxville
- Johnson City

**Out-of-State**
- New York
- Philadelphia
- Atlanta
- Chicago
- Houston
- New Port Beach

*Note internship opportunities are limited to in-state office locations.*
As you work closely with experienced and established tax auditors, you will have gained invaluable experience and insight into the job duties and responsibilities of a tax auditor.

What Is A Tax Auditor?

**Tax Auditor**
Audits and examines taxpayers’ records to determine compliance with state laws and regulations.

Tax Auditor Career Path

Opportunities to progress within the tax auditor series provide the ability to become technical subject matter experts, serve as coaches, lead other professional tax auditors, review audits, serve as project leads, and continually grow your skills and abilities throughout the series.

- **Tax Auditing Associate** – Entry Auditor Level
- **Tax Auditor 2** – Intermediate Auditor Level. Includes automatic salary increase and new title with successful completion of one year probation as a TAA
- **Tax Auditor 3** – Working Auditor Level. Includes automatic salary increase and new title with successful completion of one year probation as a TA2
- **Tax Auditor 4** – Lead Auditor Level
- **Tax Auditor 5** – Expert Auditor Level
- **Tax Auditor Supervisor** – Highest Auditor Level

Management positions beyond supervisor level include Tax Audit Managers and Senior Management.
Upon successful completion of the Department’s Internship Program, you will have gained invaluable knowledge. Here are some of the many opportunities you will be awarded to learn the ins and outs of being a Tax Auditor with the Tennessee Department of Revenue.

**Training**

- Receive same training as a newly hired full-time employee
- Participate in regional team training projects
- Participate in bi-weekly “Lunch and Learn” roundtable discussions
- Hands-on auditing of taxpayer paper and electronic records under supervision of an assigned coach
- SALT research in the Department’s tax system, Secretary of State website, Internet and Social Media

**Long-Term Benefits**

- Networking contacts with professionals in your field of study
- Hands-on experience with various accounting, auditing, and tax software
- Hands-on experience with electronic auditing techniques
- Learn State and Local Tax (SALT) laws, rules and regulations, including research techniques – puts you a step ahead of other graduates
- Refine professional interpersonal skills
Here at Revenue your work really matters. With us you’ll gain exposure to various businesses, including pre-audit manufacturing tours. You’ll gain exposure to various auditing methods and techniques. Attending conferences with auditors, taxpayers, and other professionals will assist you in honing your communication skills. Offering interaction with coaches, taxpayers, and senior personnel in the division and department, the Department of Revenue is the ideal place to discover your auditing career.

We greatly look forward to getting to know you and working with you to further your skills and abilities as they relate to not only tax auditing but also to broaden your horizons in general for your upcoming integration into the professional world.

For questions about the status of an internship application, please contact the division’s hiring manager at 615-253-5873.

How to Apply

- Visit: [https://www.tn.gov/revenue](https://www.tn.gov/revenue) to view current and upcoming internship opportunities and timelines

- Per the instructions outlined in the web link above, email your application, official college transcripts, resume, writing sample, Excel spreadsheet sample, and list of, at minimum, three references to Audit.Internships@tn.gov.

- After you have submitted your information to Audit.Internships@tn.gov a division representative will be in contact to discuss your eligibility and, if applicable, interview options.

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