

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives.

Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network.

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country.

TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Chief Financial Officer and Deputy Commissioner**

Nashville, TN

Annual Salary: \$222,500

#### **Job Overview**

The Chief Financial Officer (CFO) and Deputy Commissioner of the Tennessee Department of Transportation (TDOT) is a senior executive responsible for overseeing financial operations, administrative functions, and strategic financial planning. This role ensures the Department's financial integrity and compliance with state and federal regulations, managing an annual budget of approximately \$3 billion. The CFO collaborates with the Commissioner and senior management, providing strategic financial advice based on key risks and opportunities and leading the administrative bureau.

The CFO is the Administration Bureau Chief, overseeing the divisions of Central Services, Civil Rights, Finance, Human Resources, Information Technology, Internal Audit, Procurement, and Program Operations. This position will empower staff to implement national best practices and provide all levels of management with the information they need to make better decisions. This is done by making practical, cost-beneficial recommendations to improve TDOT's operations, drive innovation, improve performance, and ensure alignment with the department's strategic goals.

#### **Essential Job Responsibilities**

Collaborate with TDOT leadership across Bureaus in managing resources, staff utilization, and financial performance. Plan, organize and direct all administrative activities to deliver the Department's transportation plan and program. Effectively lead, develop, supervise, and hold Directors accountable for performance planning and execution that fosters a culture of trust, develops staff skillsets, and ensures professional development, promoting a culture of excellence and continuous improvement.

Lead the Administrative Bureau in providing exceptional customer service to internal and external customers, exercising practical listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Make recommendations concerning more effective internal structuring of the department's financial program areas. In conjunction with the Commissioner, develop

and implement financial strategies and plans that align with the Department's objectives and legislative requirements. Exercise the delegated authority to ensure these strategies and plans are accounted for and implemented in accordance with appropriate rules, laws, and statutes.

Serve as the primary liaison with the Federal Highway Administration (FHWA) on the financial administration of federally funded projects; develop the annual obligation authority plan. Serve as a key liaison with state and federal agencies, legislators, and other stakeholders on financial and administrative matters.

Develop and administer the department's work program and budget, ensuring it is balanced to a 36-month forecast of cash and expenditures and a ten-year financial plan. Assist in prioritizing transportation needs and prepare program and resource plans. Collaborate with department leadership on all budget requirements, documents, and presentations established through the Department of Finance and Administration (F&A) and the General Assembly.

Oversee the Department's innovative financial programs designed to enhance the department's ability to fund and execute transportation projects. Collaborate with key stakeholders to identify opportunities for leveraging Public-Private Partnerships (P3s) and other innovative financing mechanisms, ensuring they are effectively managed and contribute to overall success. Implement robust financial monitoring and reporting systems to track the performance and financial health of P3 projects and other innovative financial initiatives.

Manage and evaluate the Department's administrative functions, including Central Services, Civil Rights, Finance, Human Resources, Information Technology, Internal Audit, Procurement, and Program Operations. Ensure that administrative operations enhance overall efficiency and effectiveness. Implement and maintain robust internal controls to safeguard the department's assets and ensure operational integrity.

### **Minimum Qualifications**

1. Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
2. 15 years of increasingly responsible financial and administrative management experience, with at least 10 years of staff supervisory experience and 5 or more years in executive leadership roles.

### **Preferred Qualifications**

1. Master's degree (or equivalent experience) in accounting, business accounting, finance, or related field
2. Professional certification (e.g., Certified Public Accountant, Certified Management Accountant)
3. Progressively responsible financial leadership roles in Transportation, Government, and/or a large organization.

### **Compensation and Benefits**

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the TDOT Chief Financial Officer requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

**The two items should be sent to [Katie.Hurton@tn.gov](mailto:Katie.Hurton@tn.gov) by Monday, September 30, 2024.**