

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is in downtown Nashville.

What we do:

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

For more information on this division, please see link below:

<https://www.tn.gov/tidot>



Accounting Manager

TDOT Finance /Contracts & Grants and Cost Accounting

Location: Nashville, TN

Compensation: \$4,091.00 – 6,546.00

Overview

The Tennessee Department of Transportation is currently hiring 2 full-time Accounting Managers. These positions are in the TDOT Finance Division located at TDOT Headquarters in Davidson County.

Responsibilities

The Accounting Managers are responsible for professional supervisory accounting work of considerable difficulty and are assigned to detailed and complex accounting projects. An employee in this class supervises personnel, including Accountants, in executing assignments. A one-year probationary period is required.

Contracts & Grants

The Accounting Manager in the Contracts & Grants section is primarily responsible for reviewing and approving agency contracts based on departmental policies and procedures to ensure accuracy. Other tasks include analyzing and establishing purchase orders for various types of contracts and grants, moving and liquidating encumbrances as needed, and preparing special reports associated with contracts activities. Other crucial aspects of this position include tasks during year-end closing to meet deadlines.

Cost Accounting

The Accounting Manager in the Cost Section is primarily responsible for oversight of inventory transactions, fuel purchase transactions, establishment of equipment operating rates and reallocations. The manager supervises a staff of 4 employees that performs compliance reviews and year-end inventory counts for 29 District and Regional stockrooms statewide. Other tasks include processing of the weekly electronic fuel file and overseeing the Fleet credit card program. This position would perform the research and analysis of cost in establishing new operating rates for Aircraft and Mobile Equipment annually. Some overnight travel is required for this position.

Qualifications

Education and Experience: Graduation from an accredited four-year college or university with a major in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work, OR graduation from an accredited college or university with a bachelor's degree, including thirty-six quarter hours of accounting and experience equivalent to five or more years of full-time professional accounting or auditing work, OR designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work.

Applications must be submitted online in order to be considered for the position.

Interested applicants should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Contact TDOT.Careers@tn.gov for additional information. Applications will be accepted October 20 – November 2.

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.