

## 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.



### **Project Analysis Accounting Manager** Finance Division – Financial Management Section \$106,932 annually

#### **Job Overview**

The Project Analysis Accounting Manager will lead, mentor, and train the Project Analysis Accounting Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Finance Division's strategic vision and effectively delegate authority and responsibility when applicable, while ensuring the availability of resources for the Project Analysis Accounting Team's success. This position reports to the Financial Management Fiscal Director 2.

This position will assist in developing policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals to support project analysis accounting, project funding reconciliation, financial monitoring and forecasting, and compliance with federal and state financial requirements. The Project Analysis Accounting Manager will collaborate with the Finance Division's Financial Management and General Accounting Sections, Program Operations, Project Teams, Headquarters, Regions, and external partners, including the Department of Finance and Administration and the Federal Highway Administration, to support the Project Analysis Accounting Team's functions within the Department. The position leverages project accounting data and insights to ensure fiscal operations and reporting are accurate, compliant, and aligned with TDOT's performance goals and its 3-year and 10-year Work Programs.

The Project Analysis Accounting Manager will supervise accounting staff and will develop performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Project Analysis Accounting Manager will research national best practices that drive innovation and improve performance and efficiency within the Project Analysis Accounting Team.

#### **Essential Job Responsibilities**

Manage resources, staff utilization, and operations to provide Project Analysis Accounting services to TDOT, including but not limited to project funding setup and reconciliation, ongoing financial monitoring, preparation of funding reconciliation reports, and ensuring compliance with departmental priorities and state and federal financial requirements. Support fiscal planning by analyzing project accounting data and expenditures.

Establish and maintain quality management standards across all project analysis accounting operations to ensure work outcomes meet Quality Management guidelines, statutory and regulatory requirements, and TDOT policies, including oversight of project budget allocation and expenditure tracking.

Provide support in project initiation and financial programming activities by attending project-specific planning meetings, reviewing funding documentation for accuracy and compliance, participating in project setup processes, coordinating with funding partners, and ensuring

financial information supports alignment of project scope, schedule, and budget with applicable requirements. Monitor and ensure accurate entry and documentation of project setup in Edison in accordance with internal controls.

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

Lead the Project Analysis Accounting Team in delivering accurate, timely, and customer-focused financial services to internal and external partners. Ensure consistent application of accounting policies and procedures, maintain complete and compliant documentation, and promote effective, professional communication. Support team development by setting clear expectations, monitoring performance, providing feedback, and identifying opportunities for process and skill improvement.

Maintain current knowledge of project accounting requirements, federal and state compliance standards, FHWA guidance, and internal control practices. Stay informed on national best practices in project analysis, project expenditures, and project funding oversight for TDOT staff and contractors. Incorporate research, evaluations, and emerging technologies to improve accuracy, efficiency, and transparency in project accounting. Lead the Project Analysis Accounting Team in applying this knowledge to ensure compliance, consistency, and fiscal integrity across assigned projects. Identify financial risks, implement effective controls and mitigation measures, and integrate statutory and regulatory requirements into TDOT's procedures, training, and operational practices to promote continual improvement and audit readiness.

Assist in ensuring that Project Analysis Accounting work products and services are accurate, consistent, and compliant with established standards to support reliable financial reporting and audit readiness. Contribute to the development of repeatable processes that promote efficiency, mitigate fiscal risk, and demonstrate accountability in project funding oversight. Prepare and submit financial reports, ensuring accuracy, timeliness, and alignment with state and federal requirements. Support the Finance Division with valid data, reconcile discrepancies, and maintain confidence in TDOT's financial performance and reporting integrity.

### **Qualifications**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

**OR**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

**Substitution of Graduate Education for Experience:** Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

**OR**

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work

### **Ideal Candidate**

The Project Analysis Accounting Manager is a confident, empathetic leader who inspires trust and builds collaboration through openness and integrity. They bring curiosity and adaptability to every challenge, blending analytical precision with creative problem-solving to strengthen results. A clear and transparent communicator, they connect easily with diverse teams and

stakeholders, creating an environment where people feel valued and supported. Organized and forward-thinking, they stay calm under pressure and guide their team toward shared goals with clarity, patience, and optimism.