

## 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.



### **Budget and Forecasting Senior Technical Specialist**

Finance Division – Financial Management Section

Nashville, TN

\$75,204 annually

#### **Job Overview**

The Budget and Forecasting Senior Technical Specialist will support the delivery of TDOT's Work Program by providing financial analysis, budget development, and forecasting support aligned with Departmental and legislative requirements. This position will assist in the preparation and monitoring of the Department's annual budget, financial forecasts, and allocation plans, ensuring alignment with federal and state funding levels and TDOT's 3-year and 10-year Work Programs. The Budget and Forecasting Senior Technical Specialist will collaborate with Region staff, Division Directors, and the Budget and Forecasting Team to support financial decisions through analysis, modeling, and strategic resource planning. This position reports to the Budget and Forecasting Team Lead.

This position will support the implementation of the Quality Assurance Program, maintain financial documentation, ensure compliance with applicable budgetary policies and regulations, and assist with the development and submission of budget materials and forecasts. The Budget and Forecasting Senior Technical Specialist will operate both independently and collaboratively to advance strategic financial objectives and support the delivery of the Department's Work Program.

#### **Essential Job Responsibilities**

Support TDOT leadership in managing the full lifecycle of budget planning and financial forecasting. Assist in the development, coordination, and implementation of the annual budget; maintain long-term financial plans and forecasts; and provide technical expertise to ensure the fiscal integrity and alignment of budgeted resources with Departmental priorities.

Develop and maintain financial models, tools, and reports that track budget performance, forecast future needs, and monitor financial risks. Use data and trend analysis to support the alignment of the Department's Work Program with available funding and ensure compliance with federal and state budgetary requirements.

Coordinate with Regions, Divisions, and the Department of Finance and Administration to facilitate annual budget requests, track expenditures, and provide financial status updates. Assist with data reconciliation, budget amendments, and adjustments based on updated projections or funding authorizations.

Participate in the development of cash-flow models and funding scenarios that ensure the availability of funds for project execution and delivery. Maintain an understanding of various TDOT funding sources, including the Highway Fund and Transportation Modernization Act (TMA), and assist in aligning funding with programmatic priorities. Support the development, documentation, and maintenance of budget and forecasting procedures and ensure that practices align with internal controls and audit standards. Contribute to the development of policies and guidelines that improve financial planning and reporting capabilities across the Department.

Provide exceptional customer service to internal and external stakeholders by offering technical guidance, mentoring, and clear communication throughout the budget planning and forecasting process. Demonstrate active listening, deliver timely and accurate responses, and maintain thorough financial documentation. Foster strategic partnerships with TDOT Divisions, Regions, and external agencies to promote accountability, consistency, and collaboration in advancing the Department's financial planning and budget execution goals statewide.

Coordinate with the People & Talent Development Section and assist in the development and delivery of budget and forecasting-related training and mentoring for TDOT staff and external stakeholders. Provide technical guidance grounded in financial regulations, resource planning strategies, budget formulation, and evolving best practices in public-sector financial management. As a subject matter expert, develop and present materials at industry conferences to enhance team effectiveness, strengthen statewide understanding of financial planning processes, encourage innovation, and build competencies essential to successful budget development and forecasting execution.

Maintain up-to-date knowledge of financial legislation, regulations, and guidance, and assist with integrating these changes into Departmental financial plans, systems, and reports. Provide input on financial readiness for emerging program areas such as Choice Lanes, P3s, and new revenue models.

#### **Qualifications**

- Bachelor's Degree
- 3 years of demonstrated competency in finance, accounting, budgeting, or a related field

#### **OR**

- Master's Degree
- 2 years of demonstrated competency in finance, accounting, budgeting, or a related field

#### **Ideal Candidate**

The Budget and Forecasting Senior Technical Specialist is a detail-oriented and analytical finance professional who excels in a collaborative, fast-paced environment. They have experience with financial modeling, data-driven forecasting, and public-sector budget processes. The Budget and Forecasting Senior Technical Specialist communicates clearly with both technical and non-technical audiences and is committed to fiscal responsibility, process improvement, and customer service. They are self-motivated, reliable, and dedicated to supporting TDOT's mission through sound financial stewardship and strategic resource planning.