

## 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.



### **Finance and Procedures Technical Specialist** Finance Division – Financial Management Section \$60,600 - \$70,680 annually

#### **Job Overview**

The Region Finance and Procedures Technical Specialist supports the Finance Division and the Financial Management Section by providing technical and procedural guidance to region staff on financial policies, procedures, and operations. This position is embedded in the Region and serves as the primary point of contact for finance-related matters. This position works under the direction of, and in close collaboration with, Headquarters (HQ) to ensure consistent application of financial procedures. This role ensures compliance and advances TDOT's strategic financial objectives by aligning region financial activities with statewide budget priorities, Work Program funding strategies, and long-term fiscal sustainability goals. This position reports to the Region Finance and Procedures Team Lead.

This position ensures the Region's financial activities comply with state and federal requirements, align with TDOT policy, and follow internal controls. The Region Finance and Procedures Technical Specialist applies advanced knowledge of financial systems, budget protocols, and fiscal procedures to implement statewide financial guidance, including translating policy into practice, providing technical instruction, supporting process documentation, and promoting procedural consistency.

The Finance and Procedures Technical Specialist provides transactional support, offering context for financial requirements, supporting informed decision-making, and aligning Region practices with Department-wide fiscal strategies. These duties ensure that all region financial transactions and records comply with policy and audit requirements, and directly support TDOT's ability to forecast, allocate, and manage resources across its statewide Work Program. This position contributes to performance goals through training, process improvement, and cross-functional collaboration that advance efficient and effective Work Program delivery.

#### **Essential Job Duties of Technical Specialist I, II, and III include:**

Implement TDOT's financial documentation standards and procedures, including records retention schedules and file organization requirements. Ensure compliance with applicable financial policies, Standard Operating Procedures (SOPs), and internal control guidelines.

Assist in preparing, coordinating, and reviewing the Region's financial transactions, including Edison entries, expenditure tracking, payment processing, and supporting documentation. Verify accuracy, proper format, and completeness of attachments.

Remain current on trends, best practices, financial systems, and regulations to ensure TDOT remains competitive, compliant, and aligned with fiscal sustainability goals.

Support the implementation of fiscal procedures, training materials, and financial workflows by collaborating with Region staff, HQ finance teams, and subject matter experts. Ensure financial activities meet compliance requirements, support funding priorities, and contribute to long-term Work Program delivery.

Maintain accurate and audit-ready financial records, consistent with TDOT's quality assurance standards and statewide documentation practices. Prepare technical financial reports to support audits, funding requests, and decision-making.

Route the Region's financial documents through approval workflows. Ensure documentation is labeled, version-controlled, and submitted per SOPs and Financial Management policies. Assist with documentation reviews and quality assurance activities.

Provide exceptional customer service to internal stakeholders on finance and budget-related inquiries. Ensure financial documentation and tools are organized, accessible, and accurate. Deliver timely, courteous, clear responses, escalate complex financial issues, and support consistent financial practices.

**Additional Job duties for the Technical Specialist II and III include:**

Implement TDOT's financial documentation standards, file protocols, and retention schedules in compliance with SOPs, internal controls, and applicable regulations. Provide accurate financial data for forecasting, funding allocation, monitoring federal and state funding obligations, and Work Program sustainability.

Support financial operations by preparing and submitting corrections, adjustments, and reconciliations that align resources with statewide funding strategies. Contribute to improving documentation and training by identifying recurring issues and recommending clarifications. Monitor and track deadlines for reporting, approvals, and workflows to protect project schedules and funding stability. Maintain audit-ready documentation to ensure accountability, compliance, and achievement of financial performance metrics.

Serve as a point of contact for complex finance-related inquiries, including Edison entry, payment delays, procurement coordination, and documentation issues. Ensure consistent financial practices that protect funding integrity, maintain budget alignment, and support timely project delivery. Collaborate proactively with Procurement staff to ensure financial oversight, funding alignment, and compliance in purchasing and contracting activities. Maintain timely collection and tracking of financial documentation, including project funding approvals, reconciliations, and transaction justifications. Ensure funding decisions are based on accurate, current, and complete information to support fiscal accountability and project delivery.

**Additional Job Duties for the Technical Specialist III include:**

Independently evaluate preparation and coordination of financial transactions for accuracy, timeliness, and compliance with regulations, policies, and internal controls. Ensure financial activities support TDOT's strategic funding objectives, Work Program delivery, and fiscal sustainability. Collaborate with Region staff, HQ finance teams, and subject matter experts to resolve processing issues, support high-impact transactions, and maintain procedural standards.

Advance the implementation and continuous improvement of fiscal procedures, training materials, and financial workflows in close coordination with region staff, HQ finance teams, and subject matter experts. Evaluate the effectiveness of financial procedures, propose enhancements, and provide technical guidance to strengthen

procedural consistency and compliance. Anticipate procedural challenges, resolve complex issues, and ensure financial activities advance compliance obligations, support statewide funding priorities, and sustain long-term Work Program delivery.

Review financial documentation and data, such as invoice packages, budget reconciliations, and project funding records, to verify compliance and ensure accuracy for resource allocation and statewide budget performance goals. Identify discrepancies, recommend corrective actions, and improve processes.

Serve as a subject matter resource for interpreting fiscal policy, navigating Edison workflows, and resolving documentation errors. Ensure resolutions advance TDOT's fiscal strategies and compliance obligations. Provide guidance to region staff and coordinate with oversight bodies, including TDOT Audit and State Finance.

Mentor peers and provide training within the Region Finance and Procedures team. Support staff development, process standardization, onboarding, and succession planning. Strengthen the Region's ability to meet budget priorities, sustain funding stability, ensure compliance, achieve TDOT's financial goals, and resolve complex financial process conflicts. Share expertise through documentation updates, knowledge transfer, and participation in quality assurance and improvement initiatives.

### **Qualifications**

#### **TDOT Technical Specialist I**

- Bachelor's Degree

#### **TDOT Technical Specialist II**

- Bachelor's Degree
- 1 year of demonstrated competency in finance, accounting, or a related field

#### **TDOT Technical Specialist III**

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

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

### **Ideal Candidate**

The Finance and Procedures Technical Specialist is a reliable, detail-minded professional who brings accuracy, consistency, and sound judgment to TDOT's financial operations. They have a natural aptitude for navigating complex financial systems, timelines, and documentation with precision, while remaining adaptable in dynamic situations. Analytical and resourceful, they effectively address challenges, recommend solutions, and support informed decision-making. They communicate clearly and respectfully with a diverse range of stakeholders, fostering trust through professionalism and a service-oriented mindset. Committed to continuous improvement, they welcome opportunities to refine procedures, share knowledge, and contribute to a culture of integrity, collaboration, and operational excellence across Region and Headquarters teams.