

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.



Financial Management Fiscal Director 2 Finance Division – Financial Management Section Nashville, TN

Job Overview

The Financial Management Fiscal Director 2 will lead, mentor, and train the Financial Management Fiscal Director 1, Accounting Manager(s), Team Lead(s), and the Financial Management Section through empowerment, communication, and delegated authority. This position will create work plans that align with the Finance Division's strategic vision, delegate authority and responsibility as needed, and ensure the necessary resources are available to support the success of the Finance Division and the Financial Management Section.

This position will lead the development of policies, procedures, training, manuals, and governance required to implement statewide financial programs. This position will oversee methodologies, tools, resources, and guidelines for the Department's Budget and Forecasting, Region Finance/Procedures, and Project Analysis functions. The Financial Management Director 2 will facilitate cross-disciplinary coordination to support the fiscal responsibilities of the department. Collaborating with employees across Headquarters and Regions, the Financial Management Fiscal Director 2 will ensure the effective execution of the Financial Management Section's responsibilities across all disciplines within the Department.

The Financial Management Fiscal Director 2 will supervise the Financial Management Fiscal Director 1, Accounting Manager(s), Team Lead(s), and the Financial Management Section and will develop performance plans, schedules, and budgets to ensure the expected outcomes, performance, and accountability of each team member. The Financial Management Fiscal Director 2 will research national best practices that drive innovation and improve performance and efficiency within each unit of the Financial Management Section.

Essential Job Responsibilities

Manage resources, staff utilization, and the program to provide Financial Management services to TDOT, including but not limited to the Financial Management Section, which consists of Budget and Forecasting, Region Finance/Procedures, and Project Analysis.

Establish and ensure a direct relationship between quality and work outcomes by providing management and guidance in the development and implementation of standards for the frameworks, policies, and procedures for the Finance Division's Financial Management Section.

Possess a strong working knowledge of governmental accounting principles and practices. Remain current on revisions related statutory and regulatory requirements, standards, and guidelines for the Financial Management Section. Integrate Financial Management statutory and regulatory requirements into the Departments' financial guidance documents, processes, procedures, and manuals. Remain current on national best practices related to Financial Management, Budget and Forecasting, Region Finance/Procedures, and Project Analysis for the Department, and incorporate research, evaluations, and implementation of emerging financial technologies when appropriate.

Possess and maintain a strong working knowledge of Microsoft Office software and accounting systems. Prepare complex and important accounting reports for use by internal and external customers, including but not limited to monthly financial period closing reports, year-end financial statements, and federal grant and project reporting. Perform reconciliations of general ledger accounts against transactional queries, research information, including information provided by outside contractors, and individual transactions in the accounting system or other electronic databases. Research unusual balances, transactions, and/or trends.

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 Financial Management Section in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on revisions to finance and budget statutory and regulatory requirements, standards, and guidelines, ensuring alignment and compliance with state and federal mandates. Oversee the development and execution of the revenue and cash forecasting models, including comprehensive analyses for major project financing. Oversee and facilitate the integration of the Finance Division's initiatives with a high degree of risk; enhance forecasting accuracy and fiscal accountability; provide financial guidance and direction to those responsible for implementation; and assist with risk mitigation related to financial, budgetary, forecasting, and quality management components.

Remain current on national best practices related to Financial Management, Finance, Budget, Forecasting, Project Analysis, Accounting, and Financial Procedures for TDOT employees and contractors; incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes and procedures.

Develop and implement technology in partnership with the TDOT Information Technology Division that ensures program success while ensuring compliance with Federal and State Financial Management laws, regulations, policies, and standards.

Assist in ensuring Financial Management, Region Finance/Procedures, Budget and Forecasting, Project Analysis, Accounting, and Financial work products and services are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success. Establish performance goals and measures for the team, provide feedback, and identify areas for improvement.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting or related acceptable field and experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including, at least, two years of experience in the supervision of fiscal and/or auditing staff.

OR

Substitution of Experience for Education: Qualifying full-time professional fiscal services and/or auditing experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (e.g., experience equivalent to one year of full-time work in professional fiscal services and/or auditing may substitute for one year of the required education).

OR

Substitution of Certificate or License for Education and Experience: Current certification as a "Certified Public Accountant" or license as a "Public Accountant" with the State of Tennessee may substitute for the required bachelor's degree and one year of full-time professional fiscal services and/or auditing work, there being no substitution for the required supervisory experience.

OR

Substitution of Graduate Education for Experience: Additional graduate course work credit received from an accredited college or university in business administration, accounting or related acceptable field may substitute for the required experience on a month-for-month basis to a maximum of one year, there being no substitution for the required supervisory experience (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required non-supervisory experience).

Ideal Candidate

The Financial Management Fiscal Director 2 is an inspiring and collaborative leader with excellent interpersonal skills and a strong commitment to fostering teamwork. They exhibit exceptional analytical thinking, strategic vision, and a proactive approach to problem-solving. Adaptable and composed, they excel at managing complex challenges in dynamic environments while demonstrating sound judgment. Highly organized and detail-oriented, they are dedicated to delivering results with precision and efficiency. As a strong communicator, they effectively engage and motivate employees across divisions and regions, fostering a culture of accountability, inclusivity, and continuous improvement. With a strong sense of integrity and commitment to excellence, they inspire confidence in their leadership, motivate their team to achieve shared goals, and embody the mission and values of TDOT.