

## 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 Statewide Technical Specialist**

Finance Division – Financial Management Section

\$102,828 annually

#### **Job Overview**

The Financial Management Statewide Technical Specialist ensures that financial management activities across TDOT are conducted in alignment with established fiscal policies, procedures, and statutory requirements. This position serves as a subject matter expert within the Financial Management Section and supports the Financial Management Fiscal Director 2 by promoting statewide consistency in the application of budgeting, forecasting, region finance, procedures, and project analysis practices. The Financial Management Statewide Technical Specialist provides support to ensure financial processes, systems, and reporting align with TDOT's strategic objectives, funding authorizations, and federal and state fiscal regulations. This position assists the Financial Management Fiscal Director 2 in defining and achieving critical goals and intended outcomes related to scope, schedule, budget, and quality for financial management initiatives that may range from routine fiscal analyses to complex, multi-divisional financial strategies supporting TDOT's long-term financial sustainability.

The Financial Management Statewide Technical Specialist ensures that Department policies, technical guidance, procedures, and systems related to financial management remain current, accurate, and in compliance with state and federal requirements. This position develops, evaluates, and implements financial management tools and methodologies that enhance forecasting accuracy, resource allocation, and fiscal accountability. The Specialist monitors and analyzes financial data to identify trends, evaluate risks, and make informed recommendations that promote transparency, accountability, and efficiency. In collaboration with TDOT Divisions, Regions, consultants, and external partners, this position strengthens fiscal oversight and consistency across all aspects of TDOT's financial operations, supporting the Department's mission to deliver a safe, reliable, and financially sustainable transportation system for the State of Tennessee.

#### **Essential Job Responsibilities**

Assist with the review and evaluation of potential financial initiatives, cost estimates, budget forecasts, and project funding strategies. Support the Financial Management teams, Region Finance/Procedures, Budget & Forecasting, and Project Analysis, in interpreting and applying fiscal data to ensure statewide consistency and accuracy. Support TDOT Divisions, Regions, and external partners in reimbursement processes and documentation standards associated with transportation projects. Apply knowledge of federal and state fiscal regulations, budgetary controls, and accounting

standards to assess risks, identify opportunities, and ensure compliance in all financial activities across TDOT programs and projects.

Routinely collaborate with internal and external stakeholders to identify and document financial best practices, lessons learned, and improvement opportunities that enhance fiscal accountability and operational efficiency. Work directly with the Financial Management Section to translate these best practices into actionable improvements for team workflows, budgeting models, and project reporting processes. Assist with updates to policies, procedures, and guidance to incorporate emerging financial technologies, enhanced reporting tools, and improved forecasting methodologies. Support the testing and implementation of new financial management systems, automation initiatives, and data-driven reporting solutions that strengthen statewide fiscal oversight.

Remain current on national best practices, Federal regulations, Tennessee statutes, and evolving trends in public-sector financial management and transportation funding. Participate in state and national working groups, peer exchanges, and training opportunities related to financial forecasting, grants administration, and project funding strategies. Contribute to policy and procedural updates that enhance TDOT's financial planning and program delivery capabilities.

Provide exceptional customer service to both internal and external stakeholders, exercising effective communication, fiscal transparency, and responsiveness. Support financial literacy and training initiatives that strengthen understanding of TDOT's budgeting, forecasting, and financial management processes among Regions, Divisions, and external partners. Deliver training, mentoring, and technical assistance to TDOT staff and consultants on financial procedures, reporting standards, and compliance requirements. Represent the Financial Management Section at conferences and industry events to share best practices, promote innovation, and strengthen TDOT's financial stewardship.

Support the Financial Management Fiscal Director 2 to coordinate with the TDOT Technical Training Director and assist in the development and delivery of financial management-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.

Support Project Teams as part of a matrix organization as the financial management subject matter expert. Ensure Project Teams are aware of fiscal requirements, budgetary constraints, federal and state funding eligibility, and applicable financial agreements or contracts to maintain program and project continuity. Respond to requests for financial analysis and guidance, providing technical options, fiscal impact assessments, and recommendations for consideration.

Assist in ensuring Financial Management Section deliverables are consistent, predictable, and repeatable to promote accuracy, efficiency, and accountability. Collaborate with the Financial Management Section Team Leads to identify process improvements, develop performance measures, and provide feedback that supports team effectiveness and professional growth. Support the development and monitoring of financial performance metrics that measure effectiveness, ensure compliance, and drive continuous improvement across TDOT's financial operations. Support TDOT's commitment to performance-based management by contributing to the development of measurable

financial outcomes and data-driven decision-making.

### **Qualifications**

- Bachelor's Degree
- 8 years of demonstrated competency in financial management, accounting, budgeting, forecasting, transportation finance, or a related field.

### **OR**

- Master's Degree
- 7 years of demonstrated competency financial management, accounting, budgeting, forecasting, transportation finance, or a related field.

### **Ideal Candidate**

The Financial Management Statewide Technical Specialist is an analytical, dependable, and adaptable professional who approaches challenges with integrity, curiosity, and a commitment to excellence. They balance attention to detail with a strategic mindset, bringing clarity and sound judgment to complex situations. Collaborative and service-oriented, they build strong working relationships, fostering teamwork and mutual respect. An effective communicator, they listen carefully, share knowledge openly, and inspire confidence through professionalism and transparency. Calm under pressure and motivated by continuous improvement, the Financial Management Statewide Technical Specialist demonstrates resilience, initiative, and a genuine dedication to supporting TDOT's mission and the success of its people.