

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.



Region Finance Senior Technical Specialist Finance Division – Financial Management Section \$75,204 annually

Job Overview

The Region Finance Senior Technical Specialist will support the delivery of TDOT's Work Program by providing technical financial assistance, training, and coordination of financial practices across TDOT Region offices. Support Region implementation of financial procedures, payroll operations, inventory oversight, and reporting to ensure consistency with Departmental and legislative requirements. The Region Finance Senior Technical Specialist will collaborate with Region staff, Headquarters Finance teams, and the Finance and Procedures Team Lead to support fiscal decisions through training, analysis, documentation, and strategic financial coordination. This position reports to the Region Finance and Procedures Team Lead.

This position will support the implementation of the Quality Assurance Program, maintains financial documentation, ensures compliance with applicable financial and procedural policies and regulations, and assists with the facilitation of financial processes within Region operations. The Region Finance 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 Region staff and management in the full lifecycle of financial planning and administration, including budget preparation, expenditure tracking, and reconciliation. Assist with the submission of region budget requests and maintain documentation in accordance with financial standards and expectations.

Coordinate with Region Directors and Central Payroll to provide guidance on payroll, timekeeping, and leave management support. Assist with timesheet corrections, schedule updates, commuter tracking, and resolution of payroll-related inquiries. Ensure accurate region payroll data entry and documentation in Edison to support processing and compliance reviews.

Provide technical guidance to region staff in applying financial procedures, including the use of Edison for receipts and voucher processing. Support troubleshooting payment issues, ensure maintenance of accurate documentation, and support compliance with statewide financial policies and region operational needs.

Verify financial accuracy and compliance in region inventory and maintenance management systems by reviewing work orders, mechanic timesheets, stockroom

audits, and inventory transactions. Deliver training and technical guidance to ensure proper coding, reconciliation, and documentation of financial data related to these systems.

Provide exceptional customer service to internal stakeholders by offering technical guidance, mentoring, and clear communication throughout region financial processes. Demonstrate active listening, deliver timely and accurate responses, and maintain thorough financial documentation. Foster collaboration between Headquarters and Regions to promote accountability, consistency, and successful financial operations statewide.

Assist with the development, documentation, and refinement of financial policies, procedures, and guidance materials. Collaborate with Headquarters and Region teams to identify process gaps, communicate statewide policies, and promote consistent, accurate application of financial practices.

Coordinate with the People & Talent Development Section and assist in the development and delivery of financial procedures and region finance-related training and mentoring for TDOT staff. Provide technical guidance grounded in financial regulations, system operations, and emerging best practices in public-sector financial management.

Maintain current knowledge of applicable financial policies, guidance, and system updates, and assist with integrating changes into financial practices and documentation. Participate in testing of system upgrades and assist with Edison and Financial Supply Chain Management (FSCM) security access reviews, role maintenance, and system interface troubleshooting. Support resolution of document tolerance override issues to ensure transaction accuracy and compliance with statewide financial controls.

Qualifications

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

OR

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

Ideal Candidate

The Region Finance Senior Technical Specialist is a customer-focused and technically skilled financial professional who thrives in a fast-paced and collaborative environment. They demonstrate strong communication and analytical skills and possess an understanding of public-sector financial practices. This individual is committed to accuracy, process improvement, and responsive support of TDOT region staff. They are dependable, resourceful, and dedicated to strengthening TDOT's financial processes through technical guidance and region alignment.