

## 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.



### **General Accounting Fiscal Director 2** Finance Division – General Accounting Section Nashville, TN

#### **Job Overview**

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

The General Accounting Fiscal Director 2 will lead the development of policies, procedures, training, manuals, and governance to support the implementation of statewide accounting programs. This position will oversee methodologies, tools, resources, and guidelines for Cost Accounting, Contracts and Grants, and Payroll functions as they relate to the fiscal responsibilities of the department. Collaborating with employees across Headquarters and Regions. The General Accounting Fiscal Director 2 will ensure alignment and effective execution of the General Accounting Section's responsibilities across all disciplines within the Department.

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

#### **Essential Job Responsibilities**

Manage resources, staff utilization, and divisional objectives to provide general accounting services to TDOT, including but not limited to the General Accounting Section which consists of Cost Accounting, Contract and Grants, and Payroll.

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 General Accounting Section.

Assist in the development of consultant acquisition plans and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. Provide support in the development of Request for Proposals (RFPs) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants.

Provide strategic oversight of accounting systems and financial reporting processes. Direct the preparation of complex and important accounting reports for use by internal and external customers. Oversee the reconciliations of general ledger accounts, guiding teams in researching discrepancies, identifying trends, and resolving financial anomalies. Oversee and facilitate the integration of the Finance Division's initiatives with a high degree of risk and assist with risk mitigation.

Assist Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Contract and Grants Accounting, Cost Accounting, and General Accounting. Support Project Management staff by authoring the Accounting Scope of Work as it applies to Contracts or Grants in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposals (RFPs), project costs, and construction timing.

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 General Accounting 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 related to accounting, grant, contract, and payroll statutory and regulatory requirements, standards, guidelines, principles, and practices. Perform the accounting, grant, contract, and payroll components for identifying and overseeing the development and implementation of statewide and Finance Division projects with a high degree of risk; provide guidance and direction to those responsible for implementation; and assist with risk mitigation.

Remain current on national best practices related to General and Cost Accounting and Payroll 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 General Accounting laws, regulations, policies, and standards.

Assist in ensuring the General Accounting 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 General Accounting Fiscal Director 2 is a dynamic and adaptable leader who thrives in collaborative environments. They possess a strong knowledge of governmental accounting principles and practices and have exceptional communication skills, enabling them to build strong relationships across teams and divisions while fostering a culture of transparency and accountability. A natural problem solver, they approach challenges with analytical precision and innovative thinking, consistently seeking opportunities to improve processes and outcomes. They excel at balancing big-picture strategy with attention to detail, ensuring high-quality deliverables. 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.