

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.



Payroll Technical Specialist

Finance Division – General Accounting Section

\$60,600 - \$70,680 annually

Job Overview

The Payroll Technical Specialist will support the Finance Division and General Accounting Section through the development and execution of accurate and compliant payroll operations that align with TDOT's operational needs and performance goals. This position is responsible for collaborating with internal stakeholders, including TDOT Divisions, Regions, Human Resources, and other Finance staff, to facilitate the timely and consistent delivery of payroll services in accordance with Federal and State regulations, Department policy, and established internal controls. This position reports to the Payroll Team Lead.

This position will assist with converting payroll guidance and operational needs into accurate system transactions and deliverables, including payroll configuration in Edison, time entry reconciliation, leave accrual adjustments, and other compensation-related processes. The Payroll Technical Specialist has a working knowledge of payroll systems, procedures, and records management, and applies that knowledge to support effective processing, documentation, and resolution of payroll activities.

The Payroll Technical Specialist will ensure compliance with TDOT's General Accounting quality assurance standards and promote consistency in documentation, procedures, and internal controls. This position must effectively interpret and apply payroll guidance, support cross-functional collaboration in a matrix environment, and contribute to training and process improvement efforts through clear communication and a service-oriented approach.

Essential Job duties of Technical Specialist I, II, and III include:

Implement TDOT's payroll documentation standards and procedures, ensure compliance with document retention schedules, and payroll file organization requirements. Ensure compliance with state payroll policy, Standard Operating Procedures (SOPs), and established documentation practices.

Assist in the preparation and coordination of payroll transactions including Edison entry, time reconciliation, leave tracking, and supporting documentation, formatting documents, verifying accuracy, and compiling required attachments.

Remain current on emerging trends, best practices, payroll systems, and regulations.

Support payroll actions including the drafting of adjustments, retroactive payments, corrections. Track key dates, maintain supporting documentation, and help ensure

payroll files meet compliance and retention standards.

Coordinate the routing of payroll documents through internal approval workflows. Ensure that documentation is properly labeled, versioned, and submitted in accordance with SOPs and General Accounting policy. Assist with document reviews and quality assurance activities by helping validate completeness and accuracy. Utilize payroll systems and document management tools to monitor processing status, track key payroll deadlines and activities, and maintain organized, audit-ready payroll records. Assist with file audits and updates to templates and checklists as directed.

Provide exceptional customer service to internal stakeholders by serving as a point of contact for routine payroll-related questions. Facilitate the organization, accessibility, and accuracy of payroll documentation and tools. Deliver clear, courteous, and timely responses, practice active listening, and escalate complex issues when appropriate. Support collaborative resolution of documentation and process challenges through professional and effective communication.

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

Implement TDOT's payroll documentation standards, file organization practices, and record retention schedules in compliance with General Accounting SOPs, internal controls, and applicable Federal and State regulations. Assist with formatting, compiling, and validating payroll materials, including time entry records, leave adjustments, and compensation transactions, to ensure consistency, accuracy, and compliance across all documentation.

Support payroll actions by assisting in the preparation and processing of adjustments, retroactive payments, and corrections. Track key payroll deadlines and maintain accurate, audit-ready documentation to ensure compliance with policy and internal controls. Coordinate the routing of payroll documentation through internal workflows, assist with quality assurance reviews, and contribute to updates of payroll templates, checklists, procedures, and file audits, as requested.

Serve as a point of contact for more complex payroll-related inquiries and provide exceptional customer service to internal stakeholders. Facilitate organization, accessibility, and clarity of payroll documentation and tools. Deliver timely, courteous, and accurate responses, practice active listening, and escalate complex issues as needed to support collaborative resolution of payroll process and documentation challenges.

Maintain timely collection and accurate logging of payroll-related documentation, such as time certification forms, leave adjustment requests, and deduction authorizations, ensuring compliance with required submission timelines and retention standards.

Additional Job Duties for the Technical Specialist III include:

Independently assess the preparation and coordination of assigned payroll transactions, ensuring accuracy, timeliness, and compliance with applicable regulations and internal controls. Collaborate directly with internal stakeholders to resolve payroll issues, navigate routing workflows, and support the successful processing of complex or high-impact payroll actions.

Conduct detailed reviews of payroll documentation to verify alignment with applicable General Accounting regulations, Department policies, and audit requirements. Recommend process improvements based on observed gaps or inconsistencies. Contribute to the development and refinement of payroll templates, checklists, and SOPs in coordination with the Payroll Team Lead or senior staff.

Serve as a resource for interpreting payroll policy, troubleshooting processing issues, and resolving documentation errors. Support communication with oversight entities such as internal audit teams or state compliance offices as needed. Mentor peers by sharing expertise, assisting with internal training, and contributing to team development and knowledge sharing.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

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

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in payroll, 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 Payroll Technical Specialist is a reliable, detail-oriented professional who takes pride in supporting the success of others and upholding the integrity of payroll operations. They are highly organized, proactive, and thrive in a collaborative, fast-paced environment where accuracy, confidentiality, and follow-through are essential. With a strong sense of accountability and a commitment to consistency and compliance, they approach their work with curiosity, professionalism, and a service-oriented mindset. They are eager to learn, adaptable to change, and take initiative in helping their team and stakeholders navigate complex payroll processes. Their clear communication, commitment to accuracy, and dedication to high-quality work contribute to the effective and efficient delivery of TDOT's payroll program.