

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.



Project Analysis Accountant

Finance Division – Financial Management – Project Analysis Section

\$48,684 - \$60,936 annually

Job Overview

The Tennessee Department of Transportation is currently hiring full-time Accountants. These positions are in the TDOT Finance Division, which is located at TDOT Headquarters in Davidson County.

Essential Job Duties

Under immediate supervision, the Accountant 1 is responsible for professional accounting work of routine difficulty; and performs related work as required. Supervision is initially close, but as the employee learns procedures and practices, supervision becomes more general. This is the entry professional level of the accounting sub-series. There is a mandatory one-year probationary period for this position, after successful completion the employee will flex to the next higher class in the series.

Project Analysis

The Accountant 1 will be responsible for gathering accounting information, setting up project billing funding, entering financial journals in the state's accounting system and analyzing general ledger transactions to verify expenditures and funds are being recorded accurately. Other tasks would also include reconciling general ledger accounts, preparing financial reports, monitoring federal and program funds and providing detailed accounting information to other departments as requests are made. This position does require you to be able to prioritize daily tasks to meet deadlines.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting OR Graduation from an accredited college or university with a bachelor's degree including 36 quarter hours (24 semester hours) in accounting. Note: A transcript is required for a proper evaluation for this class.

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, level of FTA public transportation safety certification, 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.

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.