

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 Fiscal Director 1 Finance Division – Financial Management Section \$118,296 - \$135,000 annually

Job Overview

The Financial Management Fiscal Director 1 will support the Financial Management Team Leads and Accounting Manager through guidance, communication, and collaboration. This position will implement work plans that align with the Finance Division's strategic vision while providing oversight and direction for team members to be successful. The Financial Management Fiscal Director 1 works in a matrix organization, providing financial management support to all employees. This position reports to the Financial Management Fiscal Director 2.

This position will create and communicate financial management policies, methodologies, tools, resources, and procedures to guide and support the Financial Management Section to include Region Finance/Procedures, Budget & Forecasting, and Project Analysis in producing work products and services required to implement the financial management functions and operations. This position ensures alignment between budget and Department priorities, fosters data-driven decision-making, and champions financial transparency and accountability. The Financial Management Fiscal Director 1 will pilot national best practices within the Financial Management Section, and report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Provide strategic direction and oversight to the Financial Management Section to ensure efficient execution of statewide financial management practices that align with TDOT fiscal policy and regulatory requirements, including leading change initiatives.

Standardize and enhance financial practices statewide, balancing consistency with Headquarters (HQ) and Region-specific needs. Implement initiatives to promote transparency, accountability, and continuous improvement in financial procedures, budgeting, forecasting, and project accounting.

Integrate quality management standards across all financial operations to ensure compliance with Quality Assurance guidelines. Promote staff development, training, and technology adoption to strengthen team capabilities and modernize financial functions.

Leverage financial systems and tools, including Microsoft Office, Edison, internal dashboards, and accounting software, to perform financial tasks and prepare key reports, such as monthly closings, year-end statements, and federal grant documentation.

Apply comprehensive knowledge of governmental accounting principles and practices to ensure accurate financial operations. Monitor and interpret revisions to statutory and regulatory requirements, standards, and guidelines relevant to the Financial Management Section. Ensure fiscal compliance with all applicable federal and state regulations, as well as TDOT policies.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Research and pilot national best practices related to financial management programs, processes, and procedures. Collaborate with Headquarters Finance, the TDOT Information Technology Division, and other stakeholders to develop and implement innovative technologies and strategies that ensure program success and compliance with federal and state laws, regulations, policies, and standards. Participate in peer exchanges to inform continuous improvement and policy alignment.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Champion recruitment, retention, and professional development within the Finance Division, fostering a positive, inclusive, and growth-oriented work environment.

Remain current on revisions to finance and budget statutory and regulatory requirements, standards, and guidelines, ensuring alignment and compliance with state and federal mandates. Implement financial systems training, policies, and procedures in coordination with IT and internal stakeholders.

Assist in ensuring financial management support components, 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, one year 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 Financial Management Fiscal Director 1 is a strategic thinker who thrives in a collaborative environment and brings clarity and structure to complex financial operations. They balance strategic insight with operational execution and build strong relationships across diverse teams. The Financial Management Fiscal Director 1 demonstrates a steadfast commitment to continuous improvement, innovation, and data-informed decision-making. Adaptable and solutions-oriented, they value accountability, transparency, and the growth and development of others. With excellent communication skills and a service-minded approach, the Financial Management Fiscal Director 1 fosters alignment between financial practices and TDOT's broader mission and goals.

General Work Conditions

Yes / No

☒ ~~##~~ ☐ ~~##~~ *Is this position generally performed in an office environment?*

☐ ~~##~~ ☒ ~~##~~ *Will work for this position be frequently performed in a field environment and may sometimes require working in inclement weather, working in a construction site, being exposed to heavy construction equipment, and doing extensive walking?*

☐ ~~##~~ ☒ ~~##~~ *Is this position a combination of office and field environment?*

☒ ~~##~~ ☐ ~~##~~ *Is an alternative work schedule including work from home eligible for this position? If yes, how many days will it be work from home and how many days in office?*

-Days from home: up to 2 days

-Days from office: up to 3 days

☐ ~~##~~ ☒ ~~##~~ *Is this position required to work under exposure to inclement weather and environmental conditions?*

☒ ~~##~~ ☐ ~~##~~ *Will this position require travel including overnight?*

Physical Requirements	Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.			
	None	Occasional (less than 1/3)	Frequent (1/3 to 2/3)	Regular (more than 2/3)
Standing	☐	☒	☐	☐
Walking	☐	☒	☐	☐
Bending	☐	☒	☐	☐
Reaching/stretching overhead	☐	☒	☐	☐
Crouching or stooping	☐	☒	☐	☐
Balancing	☒	☐	☐	☐
Pushing or pulling	☒	☐	☐	☐
Repetitive use of hands/arms	☐	☐	☐	☒

Repetitive use of legs	☐	☐	☒	☐
Grasping	☒	☐	☐	☐
Lifting – check the frequency for each weight range below. If the job doesn’t require any lifting activities, check “None” on each line below.				
Up to 20 pounds	☐	☒	☐	☐
21 - 50 pounds	☒	☐	☐	☐
51 – 75 pounds	☒	☐	☐	☐
Carrying - check the frequency for each weight range below. If the job doesn’t require any carrying activities, check “None” on each line below.				
Up to 20 pounds	☐	☒	☐	☐
21 - 50 pounds	☒	☐	☐	☐
51 - 75 pounds	☒	☐	☐	☐
Eye/hand coordination	☐	☒	☐	☐
Speaking	☐	☐	☒	☐
Hearing	☐	☐	☐	☒
Seeing (with correction)	☐	☐	☒	☐
Close vision	☐	☐	☒	☐
Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more.	☐	☒	☐	☐
Color vision/perception - ability to distinguish colors.	☐	☐	☒	☐
Peripheral vision - what is seen on the side by the eye when looking straight ahead.	☐	☒	☐	☐
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	☐	☒	☐	☐

Position Description Team Members	Provide a list of SMEs who helped develop the position description. Include name and work area.
Kenitha Reed	TDOT Finance Director
Lauren LeJeune	RIC
Ken Flore	RIC
April Blackburn	RIC
Amy L. Causseaux	RIC