

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.

Role of the Human Resources Division:

The TDOT Human Resources Division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The Division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The Division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The Division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



Region Finance/Procedures Team Lead Finance Division – Financial Management Section \$103,848 annually

Job Overview

The Region Finance/Procedures Team Lead will lead, mentor, and train the Region Finance Support Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Finance Division's strategic vision and will effectively delegate authority and responsibility, ensuring the availability of resources for the Region Finance/Procedures Team to be successful. This position reports to the Headquarters Financial Management Fiscal Director 2.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals required for TDOT's strategic financial management ensuring the successful management of the Regions' financial resources ensuring the delivery of the Work Program. The Region Finance/Procedures Team Lead will supervise technical staff and implement performance plans and schedules and budgets to ensure expected outcomes, performance, and accountability. The Region Finance/Procedures Team Lead will research national best practices within the Region Finance/Procedures Team and report and recommend ideas to promote innovation and efficiency in statewide finance support while ensuring quality assurance to achieve program effectiveness.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Region Finance/Procedures Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges and deliver exceptional finance and budget support and financial services to TDOT. Foster a collaborative and high-performing work environment that encourages continuous learning, innovation, and accountability, while ensuring consistent financial management practices and alignment with Headquarters guidance.

Manage resources and support Region finance functions to coordinate the management of financial resources and ensure alignment with TDOT's mission and strategic priorities. Serve as a resource for all Region staff, answering finance and budget-related questions to facilitate informed decision-making.

Integrate quality management standards into all work products, processes, and services in compliance with Quality Assurance guidelines. Identify and take necessary actions to achieve strategic vision and goals, ensuring intended outcomes for scope, schedule, and budget while enhancing quality in coordination with leadership expectations.

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 Region Finance/Procedures Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt

responses, maintaining complete and accurate documentation, and communicating effectively.

Define and communicate performance goals and measures, implement a feedback process for and with the Region Finance/Procedures employees, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the Region Finance/Procedures Team.

Provide input on national best practices related to finance programs, processes, and procedures 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.

Guide the development and implementation of technology in partnership with the TDOT Information Technology (IT) Division that ensures program success while adhering to Federal and State Human Resources laws, regulations, policies, and standards. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Assist in and collaborate with the Region Finance/Procedures Team to ensure clear communication, financial accountability, and alignment with Department-wide Fiscal strategies. Provide oversight in the development of Finance 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.

Qualifications

- Bachelor's degree
- 5 years of demonstrated advanced competency in Finance, Accounting, or a related field.

Ideal Candidate

The Region Finance/Procedures Team Lead is a collaborative and solutions-oriented professional who thrives in a dynamic, service-driven environment. They are approachable, dependable, and skilled at building strong working relationships across regional teams and with Headquarters. With a proactive mindset and a focus on continuous improvement, the Region Finance/Procedures Team Lead embraces challenges as opportunities to enhance processes and deliver meaningful results. They demonstrate clear communication, thoughtful problem-solving, and a strong commitment to aligning financial practices with organizational goals. Adaptable and customer-focused, the Region Finance/Procedures Team Lead fosters a culture of accountability, service, and operational excellence.