

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 1 Finance Division – General Accounting Section \$118,296 - \$135,000 annually

Job Overview

The General Accounting Fiscal Director 1 will support the General Accounting Team Lead and Accounting Managers 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 General Accounting Fiscal Director 1 works in a matrix organization, providing general accounting support to all employees. This position reports to the General Accounting Fiscal Director 2.

This position will create and communicate general accounting management policies, methodologies, tools, resources, and procedures to guide and support the General Accounting Section in producing work products and services required to implement the general accounting functions and operations. This position drives the development and implementation of accounting practices that ensure compliance with state and federal regulations, promote transparency, and support operational efficiency across the Department. The General Accounting Fiscal Director 1 will pilot national best practices and report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Provide strategic direction and oversight to the General Accounting Section to ensure efficient execution of general accounting practices to align with TDOT fiscal policy and regulatory requirements. Take actions necessary to optimize the General Accounting Section’s ability to successfully address unanticipated challenges and deliver general accounting services to TDOT.

Standardize and enhance statewide accounting policies, procedures, and training materials to ensure consistent implementation and compliance. Implement initiatives to promote transparency, accountability, and continuous improvement in cost accounting, contracts, grants, and payroll.

Integrate quality management standards across all accounting operations to ensure compliance with Quality Assurance guidelines. Promote staff development, training, and technology adoption to strengthen team capabilities and modernize accounting processes to identify and mitigate risk in payroll, contract, grant, and accounting functions.

Leverage accounting systems and tools, including Microsoft Office, Edison, internal dashboards, and accounting software, to produce financial reports for internal stakeholders and federal partners. Manage records retention policies in accordance with Records Disposition Authorization (RDA) requirements.

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 incorporate national best practices for general accounting programs, processes, and procedures, including guidance from the Federal Highway Administration (FHWA), Association of Government Accountants (AGA), Governmental Accounting Standards Board (GASB), and peer DOTs. Apply comprehensive knowledge of governmental accounting principles to ensure accurate operations, monitor revisions to statutory and regulatory requirements, and ensure fiscal compliance with all applicable federal and state laws, regulations, policies, and TDOT standards. Collaborate with the TDOT Information Technology Division and internal stakeholders to implement system improvements, training, and policies that align with evolving requirements and promote continuous improvement.

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. Lead training initiatives for Regions and Headquarters staff related to accounting systems, cost coding, and inventory management.

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, 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 General Accounting Fiscal Director 1 is a detail-oriented and analytical leader who brings focus, structure, and consistency to complex financial environments. They are driven by a commitment to accuracy, integrity, and continuous improvement. With a collaborative mindset and excellent communication skills, the General Accounting Fiscal Director 1 fosters productive relationships across departments and agencies while promoting a culture of learning, accountability, and compliance.