

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.



Reimbursement and Invoicing Technical Coordinator 1

Local Programs and Community Investments Division – Local Programs Section
Nashville, TN
\$61,428 annually

Job Overview

The Reimbursement and Invoicing Technical Coordinator 1 provides financial oversight and processing expertise for the Bureau of Planning. This position collaborates with local agencies and other entities so that local projects' financial matters are processed consistently, accurately, and in accordance with federal and state requirements. The Reimbursement and Invoicing Technical Coordinator 1 coordinates with other Teams within the Bureau of Planning to ensure local projects' invoices and reimbursements are processed efficiently and effectively.

The Reimbursement and Invoicing Technical Coordinator 1 ensures Department policies, technical guidance, invoicing and reimbursement guidelines, and procedures are incorporated into the Bureau of Planning's activities. This position must effectively articulate invoicing and reimbursement concepts through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support the Bureau of Planning's Divisions and Teams and the efficient delivery of local agencies' work programs by managing invoice reviews and reimbursements, so they occur within required timeframes.

Coordinate directly with local agencies and other entities throughout the project delivery process regarding all invoicing and reimbursement activities.

Enter project information accurately into Edison to create local agency projects in TDOT's project scheduling system. Enter financial data accurately for each invoice into Invoice Tracker, Check Tracker, Money Tracker, TDOT's project scheduling system, and the Local Programs Section's program spreadsheets.

Review invoices to ensure all information on the coversheet is correct, ensure the mathematics are correct in the invoice, check the signatures, verify the overhead rate, and submit the invoice and backup documentation to the Local Programs Administration Team, the State Aid and Bridge Grant Section, or the Community Investments Section, as applicable.

Integrate Quality Management into all deliverables to ensure invoices are in compliance with the Code of Federal Regulation and all applicable State of Tennessee statutes.

Independently perform record checks and assist with the retention of records for invoices and reimbursements per the TDOT records retention policy.

Lead the Federal Funding Accountability and Transparency Act (FFATA) reporting in coordination with the Bureau of Administration's Program Development and Administration Division and the Local Programs Administration Team. Complete reports in the Federal Subaward Reporting System (FSRS).

Remain current on Federal and State invoicing and reimbursement requirements. Assist in updating the TDOT invoicing and reimbursement policies and procedures and delivering training to the Bureau of Planning staff.

Provide exceptional customer service to project stakeholders by facilitating the incorporation of invoicing and reimbursement requirements throughout the project delivery process, ensuring financial information is easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate or Bachelor's degree
- 3 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

Ideal Candidate

The Reimbursement and Invoicing Technical Coordinator 1 demonstrates a blend of strong technical expertise and effective interpersonal skills. With in-depth financial requirement and processing knowledge, they support local agency project cash flow processes. The Reimbursement and Invoicing Technical Coordinator effectively communicates invoicing and reimbursement information to technical and non-technical audiences, fostering positive relationships with colleagues and stakeholders. They collaborate well across teams, manage multiple tasks and deadlines, and consistently contribute as a reliable team player in cross-functional settings.