

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

<https://www.tn.gov/tdot/finance.html>



### Accountant 3

TDOT Finance - Cost Accounting and Contracts & Grants

Location: Nashville, TN

Compensation: \$4,975.00 – \$6,217.00

### Overview

The Tennessee Department of Transportation is currently hiring **(2)** full-time Accountant 3s. These positions are in the TDOT Finance Division, which are located at TDOT Headquarters in Davidson County.

### Responsibilities

Under general supervision, these Accountant 3 positions are responsible for professional accounting work of considerable difficulty and supervisory work of average difficulty; and performs related work as required. This is the first supervisory class in the accounting sub-series and includes a mandatory one-year probationary period.

### Cost Accounting

- The Accountant 3 in the Cost Accounting Section is responsible for processing transactions related to inventory, fuel cards and equipment mileage.
- The daily routine consists of reviewing inventory vouchers for proper put-away of new inventory purchases, monitoring of inventory transfers between stockroom locations and monitoring of inventory issues to work orders and projects.
- Other tasks include performing reconciliations of inventory balances and answering inquiries from TDOT field offices.
- The position is responsible for coordinating and conducting compliance reviews and assisting with year-end inventory counts for 29 District and Regional stockrooms statewide, which requires some overnight travel.
- The Accountant 3 provides supervision and oversight to two Accountant 2 positions.

### Contracts & Grants

- The Accountant 3 in the Contracts & Grants section is primarily responsible for establishing encumbrances for various types of contracts and grants, moving and liquidating encumbrances as needed.
- The analysis of encumbrances and preparing special reports associated with both contracts and grants.
- The daily tasks include reviewing and approving requisitions and purchase orders related to commodity-type purchases.
- Other duties include fiscal year-end closing tasks to meet deadlines for approving requisitions, purchase orders, and payment cards.
- The Accountant 3 provides supervision and oversight to two positions.

### Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work. OR Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to three years of full-time professional accounting or auditing work. Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience). OR Designated as a Certified Public Accountant (CPA) and experience equivalent to 1 year of full-time professional accounting or auditing work Note: A transcript is required for a proper evaluation for this class.

**Applications must be submitted online in order to be considered for the position.**

Interested applicants should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Contact [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov) for additional information. Applications will be accepted March 2 – March 8.

Questions? Email [TDOT.Careers@tn.gov](mailto: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.