

## 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 1**

TDOT Finance - Cost Accounting

Location: Nashville, TN

Compensation: \$3,958.00 – \$4,958.00

### **Overview**

The Tennessee Department of Transportation is currently hiring a full-time Accountant. This position is in the TDOT Finance Division, which is located at TDOT Headquarters in Davidson County.

### **Responsibilities**

Under immediate supervision, the Accountant 1 is responsible for professional accounting work of routine difficulty; and performs related work as required. This is the entry professional level of the accounting field and an applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series, after successful completion of a mandatory one-year probationary period.

### Cost Accounting

The Accountant 1 in the Cost Accounting Section is responsible for processing transactions related to inventory, fuel cards and equipment mileage. The position is responsible for compliance reviews and assisting with year-end inventory counts for 29 District and Regional stockrooms state-wide. 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 processing of the fuelman cards and providing assistance to the field offices on equipment mileage questions and corrections. Some overnight travel is required for this position.

### **Qualifications**

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting OR Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting.

**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 9 – March 15.

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.