

## 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



### **Accountant 1**

TDOT Finance - Contracts & Grants

Location: Nashville, TN

\$48,684.00 - \$60,936.00 annually

### **Overview**

The Tennessee Department of Transportation is currently hiring a full-time Accountant 1. This position is in the TDOT Finance Division, which is located at TDOT Headquarters in Davidson County.

### **Key Responsibilities**

Under immediate supervision, the Accountant 1 is responsible for professional accounting work of routine difficulty; and performs related work as required. Supervision is initially close, but as the employee learns procedures and practices, supervision becomes more general. This is the entry professional level of the accounting sub-series. There is a mandatory one-year probationary period for this position, after successful completion the employee will flex to the next higher class in the

### **Contracts & Grants**

The Accountant 1 in the Contracts & Grants section will be responsible for the following:

- Establishing purchase orders for various types of contracts and grants, especially Consultant Engineering, Railroad and Utility Relocation ones.
- Analyzing encumbrances on Contracts and POs on a quarterly basis.
- Moving and liquidating encumbrances as needed.
- Assisting with the daily approval of Commodity purchase orders
- Reviewing P-Card transactions for the ASAs (registrations for training/conferences) and ensure that the monthly reconciliation for P-Card transactions is met.
- Answering inquiries from management, directors, contractors, and suppliers.
- Resolving issues with external customers.
- Cross training with co-workers.
- Maintaining logs to keep track of performance.

### **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 36 quarter hours (24 semester hours) in accounting. Note: A transcript is required for a proper evaluation for this class.

**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).

Note: A transcript is required for a proper evaluation for this class.

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, level of FTA public transportation safety certification, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

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.*