

## 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>



## Accounting Manager

TDOT Finance - Contracts & Grants

Location: Nashville, TN

Compensation: \$4,091.00 – 6,546.00

## Overview

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

## Responsibilities

The Accounting Manager is responsible for professional supervisory accounting work of considerable difficulty and is assigned to detailed and complex accounting projects. An employee in this class supervises personnel, including an Accountant 3, in executing assignments. Certain project assignments with no supervision of staff may be included in the class when the work to be performed is of considerable scope and complexity. A one-year probationary period is required.

## Contracts & Grants

The Accounting Manager in the Contracts & Grants section is primarily responsible for reviewing and approving agency contracts and grants based on departmental policies and procedures, to ensure accuracy. Other responsibilities include analyzing and establishing purchase orders for various types of contracts and grants, moving and liquidating encumbrances as needed, preparing special reports associated with contract activities and year-end closing tasks at fiscal year-end. The supervision/oversight of at least 5 employees is assigned to this position.

## Qualifications

**Education and Experience:** Graduation from an accredited four-year college or university with a major in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work, OR graduation from an accredited college or university with a bachelor's degree, including thirty-six quarter hours of accounting and experience equivalent to five or more years of full-time professional accounting or auditing work, OR designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work. 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 October 27 – November 2.

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.