

**Tennessee Department of Education
Director of Fiscal Services
Job Description**

The Director of Fiscal Services provides leadership and direction to the Business Services section of the Tennessee Department of Education and is a key member of the Department's operations team. Areas of responsibility include all accounting, grants management, accounts payable, cash management, journal voucher, payroll and purchasing services. The Fiscal Director directly supervises a staff of 12 and reports to the Chief Operations Officer.

The ideal candidate will possess a strong background in all areas of business services, including grants management. Familiarity with state government operations and Project Edison is desired. Ability to manage staff and function as a member of a fast-paced team is essential.

Salary Grade: 35
Salary Range: \$ 51,672 - \$ 82,693

Minimum qualifications:

Bachelor's degree in accounting, finance or a related field with a minimum of five years work experience in a fiscal services environment. Other combinations of education and experience may be considered.

Essential duties and responsibilities:

- Prepare federal cash drawdown spreadsheets.
- Approve invoices, purchase orders, requisitions, travel authorizations, contract authorizations, etc.
- Respond to a wide range of inquiries and requests from within and outside state government.
- Supervise twelve staff including program accountants, journal directors, purchasing director and data entry personnel.
- Review monthly accounting and payroll queries and rectify as necessary.
- Prepare airline reallocation spreadsheet for codes I oversee
- Reconcile monthly federal drawdown reports prior to submission.
- Prepare and submit quarterly federal financial reports.
- Prepare ARRA query to submit to federal government relative to 1512 report.
- Prepare and submit the department's indirect cost proposal.
- Complete all required steps in the state's fiscal year end closing.

- Prepare federal reports for small grants that need to be closed out.
- Run queries for 1099 reporting and submit the corrections to F & A.
- Prepare SEFA (Grant activity) report.
- Submit corrections to employee's accounting string for payroll to Edison
- Submit corrections to speedcharts to Edison
- Create new speedchart and submit to Edison
- Participate in Operations Leadership Team to recommend policy and develop appropriate business procedures.
- Train or instruct department personnel regarding use of Edison system.
- Create refunds for federal grants.
- Other duties may be assigned.

Application process:

To apply, please submit a cover letter with position title and resume via email to Mike Herrmann, Chief Operations Officer, at mike.herrmann@tn.gov.