

Tennessee Department of Correction
Division of Budget & Fiscal Services
For the Chief Financial Officer

JOB ANNOUNCEMENT: Correction- Cost Accountant, Executive Service, Grade 112, Salary Range \$4,497 to \$8,095.

The Cost Accountant position is stationed in Nashville at the Rachel Jackson Building. The position reports to the Director of Budget and Fiscal Services.

Principal responsibilities include:

- Overseeing the State Prosecution account which reimburses the county jails for housing TDOC inmates either through contract or in a “back-up” situation. Calculates accrued liabilities for the account.
- Overseeing the reimbursement of the counties for court costs when an individual is considered indigent, transportation costs, boarding of juries, emergency hospitalization, mental evaluations, etc.
- Maintaining the accounting records for the Sex Offender Treatment Fund
- Responsible for all accounting transactions/records of TDOC Federal grant funds
- Training and supervising divisional staff (through one on one interaction, group presentations, etc)
- Monitoring/Preparing the budgets of state prosecutions account, sex offender treatment fund. Monitoring all Federal grants
- Requesting amendments to state prosecution account contracts

Minimum Qualifications:

- A Bachelor’s Degree with three (3) to five (5) years of related administrative, grant, and professional budget analytic experience. Prefer a degree in any of the following fields: accounting, finance, mathematics, or economics. Must be proficient in Excel, Word, Power Point and able to perform complex reconciliations and prepare complex financial activity reports. Must have strong oral and written communication skills with superior organizational skills. Must be able to work effectively as part of a team and independently with all levels of state staff from clerical through agency executive management as well as local government staff.

To Apply: Submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, and salary history to: lisa.c.parks@tn.gov

Closing: Resume/Application must be received on or before April 11, 2014.

Pursuant to the State of Tennessee’s policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.