

Budget Analysis Director 1 – Office of Business and Finance
Tennessee Department of Finance and Administration
Division of Administration
Location: Nashville, Tennessee
(Compensation range \$4,689 - \$7,501)

Career Opportunities Available in Tennessee State Government

The Position:

The Budget Analysis Director 1 is an executive level position within the Office of Business and Finance and is responsible for the direct management and coordination of the Department of Finance & Administration's operational budget and related fiscal analytical services. The position reports to the Fiscal Director within the Office of Business and Finance and works very closely with the Division of Budget and other divisional leadership on budget request submission.

The incumbent is responsible for assisting with operational budget development and monitoring, fiscal analytical services, expenditure and revenue collection control and financial planning. The Budget Analysis Director 1 oversees the preparation of a variety of requested reports and analysis related to current and long term budgetary needs.

The incumbent will be responsible for staying current on changing legislation and regulations, analyzing their applicability to the department and making recommendations for changes to remain in compliance. The Budget Analysis Director 1 will prepare, review and/or facilitate the preparation of reports and presentations for upper management and the legislature as required.

Work Activities:

Duties may include, but are not limited to the following:

- Plan, organize, manage and direct, through subordinates and other staff as necessary, the overall activities of the Financial Management Section of the Office of Business & Finance including departmental budget development, submission, maintenance, monitoring and revision; fiscal analytical services; financial planning; expenditure control; revenue collection monitoring; and performance measurement.
- Develop and direct the implementation of certain goals, policies, procedures and work standards for the Financial Management Section. Including the assignment, training, development, supervision, and evaluation of subordinate professional and sub-professional staff and their work.
- Monitor developments related to budget and financial management systems; evaluate their impact on operations and recommend policy and procedure improvements.
- Oversee the submission of Customer Focused Government metrics and comments into the state's reporting system and compilation of Annual Performance Measures for the Governor's Budget. Assist in preparation of the Annual Performance Measures Compliance report.
- Represent the Office of Business & Finance and work closely with divisional leaders and their managers to provide technical assistance, directly or through subordinate staff, relative to the operating budget; including the handling of difficult problems in the maintenance and revision of the budget.
- Prepare, review, or coordinate the preparation of a variety of financial and statistical reports relating to the annual budget request for cabinet level or legislative budget hearing presentation. Including the review and analysis of data to facilitate such meetings and hearings.
- Attend legislative hearings.
- Participate in the review and monitoring of departmental contracts, as well as certification of funding.
- Review and participate in the approval processes for purchases of goods and services in accordance with code, policy, and procedures.
- Evaluate human resources actions (employments, promotion, and demotion, and transfer, retention) to determine their impact on the budget and approve or deny; including the preparation of required letters to the Division of Budget to effect reorganizations.
- Prepare the departmental annual cost allocation plan and work with the Division of Edison and required staff to ensure the timely and accurate internal allocation of costs among divisions.
- Direct the closing processes (monthly, quarterly, and year-end), related to the Financial Management Section of the Office of Business and Finance, to ensure all Division of Accounts financial and budgetary tasks have been completed, including the reconciliation and confirmation of certain general ledger balance sheet accounts.
- Maintain the Edison Chart of Accounts by reviewing requests for changes to chartfields, speedcharts, task groups and task profiles for propriety.

- Manage the fiscal responsibility for federal grant awards. This will include the: direction and supervision of the grants accountant; interpretation and explanation of federal grant policies, regulations, programs, budgetary and cost allocation plan/data to the fiscal director; preparation of recommendations to Office of Criminal Justice Programs and Volunteer Tennessee staff on related issues; fiscal oversight of all federal awards for the life of the award including proper accounting, review of sub recipient awards/contracts, expenditure of funds and proper allocation of costs, draw of federal funds, and federal financial periodic reporting.
- Foster a positive working relationship with departmental leadership, intergovernmental and federal agencies, and departmental staff to ensure that the Financial Management Section services are responsive to their diverse needs.

Please send resume and contact information to: beverly.stewart@tn.gov

The State of Tennessee is an Equal Employment Opportunity Employer.

The State of Tennessee complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Any person who believes that discrimination has occurred by a state agency on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.