



Executive Service Position Announcement  
Fiscal Services Assistant Director  
Annual Salary Range: \$65,136-\$104,208  
Application Deadline: March 1, 2016

The Tennessee Department of Revenue is seeking a highly qualified and motivated individual to serve as the Fiscal Director 1 (working title- Fiscal Services Assistant Director) in the Department's central office in Nashville. This executive service position has a monthly pay range of \$5,428- \$8,684 and an annual pay range of \$65,136-\$104,208. The starting salary for the appointee will depend on the individual's experience and education.

Principal Duties and Responsibilities

- Responsible for assisting the CFO in oversight of the Department of Revenue's budget, utilizing the B.E.A.R.S. system.
- Prepare responses for budget hearings and aid in the preparation of various reports to F&A Budget, monitoring the budget vs actual expenditures and performing monthly, quarterly and year-end closing.
- Supervise staff responsible for technical accounting work.
- Update fiscal policies and procedures.
- Audit and approve Edison Accounts Payable vouchers and general ledger journals.
- Aid the departmental Controller in researching and resolving any year end closing issues, adhering to F&A, CAFR deadline.

Education and Experience

- Bachelor's degree in business administration, accounting or related field
- Five years professional fiscal services and/or auditing work
- One year of experience in the supervision of fiscal and/or auditing staff

Interested applicants may send resumes to the attention of Abby Sparks, Human Resources Director at [Abigail.Sparks@tn.gov](mailto:Abigail.Sparks@tn.gov) by close of business on **Monday, March 1, 2016**.

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.