

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective are valued so that our culture reflects the people we serve.

Our department is committed to providing a cleaner, safer environment that goes together with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while aiding businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the Office of Energy Programs:

The Office of Energy Programs (OEP) provides education, outreach, technical assistance, and/or funding and financing opportunities for:

- energy efficiency
- energy management
- renewable energy
- energy security planning, preparedness, and response
- energy in transportation (alternative fuels and sustainable transportation)

OEP is comprised of two sections: the Governor-designated State Energy Office and the State Facility Utility Management Section. Through its activities, OEP promotes the efficient, effective use of energy to enhance the environmental and economic health of the state.



Administrative Services Manager TDEC Office of Energy Programs Annual Salary Range: \$59,700 - \$89,496

TDEC Office of Energy Programs (OEP) has an Administrative Services Manager position that will manage and coordinate budgets for OEP's multiple funding sources (i.e., federal grants and cooperative agreements, State general funds, and settlement funds) across applicable tracking periods (e.g., fiscal year, federal program year, period of performance, grant cycle). The position is in our central office in Nashville, reports to the OEP Deputy Director of Operations, and is eligible to work from home on scheduled days.

Applicants must possess a Bachelor's degree in a related field such as accounting, finance, or business and have at least four years of relevant experience. The ideal candidate will have experience with federal programs, federal financial assistance, and federal cost principles; advanced spreadsheet design skills; and advanced knowledge of generally accepted accounting principles and governmental accounting principles. The position requires the ability to function in a highly demanding work environment and to work effectively and efficiently within a collaborative team setting. Candidates must meet the minimum qualifications (MQs) for this position. For information regarding the MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Manage a minimum of ten and maximum of 20 different budgets so that each OEP funding source operates within the allocated budget.
- Construct Microsoft Excel spreadsheets containing complex formulas.
- Track certain expenditures, cost share, and cost match.
- Ensure all expenditures are charged to correct funding source.
- Reconcile budget trackers with budget projections and actual expenditures.
- Prepare proposed budgets and spend plans for federal grant and other funding proposals.
- Assist with OEP's performance and financial audits, as well as federal programmatic reviews and evaluations.
- Assist with the development of budget aspects of grant program collateral such as application and program manuals, financial reporting templates, invoice templates, and subrecipient monitoring checklists.
- Provide technical assistance to grantees regarding the tracking and reporting of cost share or cost match, preparation of invoices and supporting documentation, and preparation of financial status reports.

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.