



DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



Vocational Rehabilitation Fiscal Director DHS Program Director 4

Job Location: 505 Deaderick Street, Nashville TN 37243

ABOUT POSITION

The Tennessee Department of Human Services (TDHS), Division of Rehabilitation Services' Vocational Rehabilitation Program (VR) is accepting resumes for the position of Fiscal Director. The VR program seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources with the ultimate outcome of competitive, integrated employment.

The VR Fiscal Director reports to the Division of Rehabilitation Services' director of operations and will serve as a member of the leadership team within the VR program providing financial expertise and federal fiscal compliance guidance in the operation of the statewide VR program including 17 local rehabilitation centers and one residential rehabilitation center that provide training support for VR program customers. The VR Fiscal Director will lead key financial functions within VR programs including the creation of accounting reports, developing and implementation of fiscal review processes that consist of both high level and program specific details, create a process to educate, inform and engage all managers in the financial review process, in coordination with leadership develop and maintain a working relationship federal funding partners and serve as the liaison between program and departmental fiscal and budget units.

Additionally, in collaboration with all relevant leaders, the VR Fiscal Director is responsible for continual fiscal management process improvement through creative, compliant methods that advance efficiency and effectiveness of fiscal operations of the program as well as interpret budget directives and establish policies for carrying out those directives ensuring compliance with all relevant state and federal, laws, rules and regulations.

RESPONSIBILITIES

- Participate as a member of VR Leadership Team in order to provide technical accounting, fiscal and financial compliance expertise for decision making in the delivery of services to customers.
- Serve as a vital link between VR program leadership and other DHS stakeholders during the development and implementation of the annual program budget that includes analysis and program impact interpretation for all levels within the VR program that is compliant with departmental guidelines and all relevant state and federal, laws, rules and regulations including those of the program's federal funding partner, the Rehabilitation Services Administration (RSA).
- In coordination with VR Leadership, provide technical expertise and direction in developing program focused fiscal education to managers at all levels of the VR organization that focuses, in part, on the importance of understanding budgeting, forecasting, and planning processes that emphasis customer service delivery, creativity and empowerment while being compliant.
- Provide compliance, financial and program specific interpretation and guidance to both program and departmental fiscal unit staff that are responsible for the recording of financial activity in official accounting systems and sub-systems to ensure compliance with standard accounting practices as well as state and federal, laws, rules and regulations.
- Effectively communicate to various audiences with differing technical and programmatic backgrounds and skills highly complex financial information in a manner that is easily understood by both financial and program professionals.

- In coordination with VR leadership and the department's fiscal and budget units, ensure timely completion and distribution of all financial statements, reports, forecasts, and other required documents that include, as appropriate, interpretation, analysis and summarization that is easily consumed by those at various levels of the organization.
- Analyze financial statistics and other accounting-related data to develop projections, forecasts and trends that potentially impact the program's fiscal position and develop documents, materials and presentations that include both summation and, when required, detailed information along with recommendations that are easily consumed by VR leadership for the purpose of decision making.
- Provide technical assistance and expertise to program staff at all levels and backgrounds on accounting and fiscal matters and participate on special project teams and task forces and/or internal and external committees as assigned.
- Prepare all assigned documents, presentations, reports, summaries and analysis on both a regular and ad-hoc basis that provide an adequate level of detail for complicated accounting, compliance and programmatic information that considers the intended audience.
- Maintain current knowledge of all relevant state and federal laws, rules and regulations including those of the program's federal funding partner when developing and providing guidance or recommendations to VR leadership and the department's fiscal and budget units.

QUALIFICATIONS

- Bachelor's degree in accounting, business administration, finance or a closely related field from an accredited college or university. Completion of a master's degree in Business Administration, Accounting, Finance or a closely related field preferred.
- Four (4) years of professional level experience in accounting and/or a closely related fiscal activity. Two years of which in a supervisory, administrative or lead worker role OR one year of experience required at the lower level manager. An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform may be substituted.
- Demonstrated ability to analyze complex federal and state fiscal requirements.
- Managerial or supervisory experience directly related to accounting, business administration, finance or a closely related field preferred.

Competencies

- Financial Analysis
- Strategic Thinking
- Ethical Conduct
- Business Acumen

For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- Please submit resume and cover letter outlining your related experience by January 28, 2020 to talent.management.dhs@tn.gov. All email submissions must include in the subject line: DHS Program Director 4-VR
- Target Range: \$69,072– \$110,532. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

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.