



DR. STEVEN GENTILE  
*Executive Director*

BILL LEE  
*Governor*

STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 ROSA L. PARKS AVENUE, 9<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243  
(615) 741-3605

## **Fiscal Director**

### **Job Summary**

Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of post-secondary institutions in the State of Tennessee. The agency's primary responsibilities include recommending funding strategies for Tennessee's public higher education institutions, reviewing academic programs for approval, recommending and monitoring capital spending, and establishing annual tuition and fee maximum levels for the state's higher education systems. The Tennessee Student Assistance Corporation (TSAC) administers a variety of need-based and merit awards, including the Tennessee Student Assistance Award Program and the Tennessee Educational Lottery Scholarship Program.

### **Responsibilities**

- Supervises and mentors fiscal affairs team ensuring all transactions are GAAP compliant.
- Responsible for the completion of all state-wide year-end closing tasks on or before established timelines.
- Reviews contract payments against the applicable contract(s) to ensure expenditures are allowable, compliant, and correctly documented.
- Assists in the completion of the annual risk assessment and related corrective action plan when required.
- Completes external financial forms and/or reports, as required by government and non-government funders.
- Develops forms, guidelines, procedures, and instructional materials necessary for staff.
- Assists in the preparation of agency budgets.
- Assists in gathering information to make informed budgetary decisions.
- Monitors bills and laws to determine financial impact on programs and grants, impact on internal policies and procedures, and to prepare budget modifications.
- Serves as liaison with THEC/TSAC program staff to ensure leadership members have accurate and up to date information about all relevant budgets or funding levels for divisions, programs, contracts, and other projects. Examples of budget details may include balances, recurring/nonrecurring nature of funding, ability to carry funds forward across budget years, identifying funding sources and speed chart designations, need for accruals at year end, and other details.

- Develops and evaluates performance, work goals and outcomes for assigned subordinates.
- Keys and/or approve transactions in Edison.
- Assists with special projects and develops accounting processes.
- Participates in personal development related to the position as provided and directed by the Commission, the State of Tennessee, partner organizations, or accounting/financial management professional organizations.
- Conducts training in departmental policies, procedures, and processes for internal and external customers.
- Recognizes and exercises discretion in matters of a confidential nature.
- Maintains up to date, professional knowledge of generally accepted accounting principles
- May be assigned other administrative projects and responsibilities.
- Works with agency leadership to ensure accuracy and transparency across all agency functions.

### **Qualifications**

- Minimum qualifications include:
  - Bachelor's degree in Accounting, Business, or related field from an accredited institution.
  - Licensure in good standing as a "Certified Public Accountant" with the State of Tennessee.
  - Five (5) years of accounting experience including at least two years supervisory experience.
  - Experience developing and monitoring agency budgets.

### **Salary and Benefits**

Salary for this position is commensurate with qualifications and experience. This position offers a competitive benefits package that includes, health, dental, life insurance, and paid vacation and holidays.

### **Location**

In-person attendance at THEC/TSAC offices or other locations, as determined by agency leadership, may be required. It is preferred that the selected candidate resides in or near Nashville, TN. Candidates not residing in Nashville will be considered with the understanding that the chosen applicant will regularly travel to Nashville at the employee's expense. Infrequent statewide travel may be required.

Please email a cover letter, resume, contact information for 3 references, and salary expectations for consideration to the following:

David Heithcock, HR Director  
 Tennessee Higher Education Commission  
 312 Rosa L. Parks Avenue, 9<sup>th</sup> Floor  
 Nashville, Tennessee 37243  
[thec.hr@tn.gov](mailto:thec.hr@tn.gov)