



Chief Financial Officer

TDOC Central Office – Davidson County

Position Title: Chief Financial Officer (Deputy Commissioner 2)

Salary Range: Grade 130, \$11,480 to \$20,663 per month

About the Agency:

The mission of the Tennessee Department of Correction (TDOC) is to operate safe and secure prisons and provide effective community supervision in order to enhance public safety. The department manages and operates or oversees 14 state prisons housing approximately 21,000 offenders. In addition, the department supervises some 77,000 offenders on probation, parole, or community corrections and operates six Day Reporting/Community Resource Centers across the state. The department is fully accredited by the American Correctional Association (ACA).

Position Responsibilities:

The Chief Financial Officer is a senior-level executive in the Tennessee Department of Correction with overall responsibility for the financial operation of the entire agency. This includes activities related to planning, preparation, and monitoring of TDOC's annual budget of over \$1 billion and oversight of other financial-related activities including accounts payable, payroll, accounts receivable, general ledger, reporting, fiscal monitoring, judicial cost accounting, inmate trust fund, and state prosecutions account.

The Chief Financial Officer exercises strategic leadership of the agency's financial function requiring the incumbent to proactively monitor and project multiple metrics such as population and offender numbers to anticipate and plan for any potential budgetary impact. The Chief Financial Officer would have substantial involvement with key officials across state government to include the Governor's office, the Tennessee General Assembly, the Comptroller of the Treasury, other state agencies along with officials outside state government in other governmental and private entities. This position reports to the TDOC Commissioner.

In addition, this position is responsible for:

- Work with key players across the agency to develop TDOC's annual budget submission and work alongside the TDOC Commissioner to present the proposal and work for its enactment
- Provide change and improvement efforts using analytical skills which support tactical and strategic decision-making
- Drive accounting operations effectively and efficiently to meet business objectives by continuously collaborating with management to assess the financial effectiveness of departmental operations
- Demonstrate integrity, a proactive approach, excellent judgment coupled with a results-oriented and problem-solving mentality

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.

- Interpret and apply federal and state legal requirements affecting accounting by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements and advising management on needed actions

Qualifications:

The ideal candidate for this position will have a Master's degree along with ten years of relevant experience, preferably in a governmental setting. In addition, the ideal candidate will have substantial experience managing administrative, budget, or financial functions at the executive level, preferably in a governmental organization.

To apply, submit a letter of application, complete resume reflecting education, specific positions held, and information on leadership roles at www.tn.gov/careers (Job Opening 13501). This position closes on January 19, 2021.