



## **Job Posting**

### **Position Title:**

Budget and Finance Coordinator, Office of Academic Strategy and Operations

### **Reports To:**

Josh Hailey, Director of Finance and Operations, Office of Academic Strategy and Operations

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway, 12<sup>th</sup> Floor  
Nashville, TN 37243

### **Goals and Vision:**

The Tennessee Department of Education has begun a new chapter where we will build on the strong foundation in each of our schools and districts to realize our goals for Tennessee students. If we are successful, districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark upon their chosen path in life. This is our unifying vision: success for all students upon graduation from high school. This is how Tennessee Succeeds. To this end, we have set three ambitious goals to guide our work through the next five years:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma or degree

The Department's [strategic plan](#) places an emphasis on rigorous standards, aligned assessment, and strong accountability, and by focusing on five priority areas of its strategic plan: early foundations and literacy, high school and bridge to postsecondary, all means all, educator support, and district empowerment.

### **Position Description:**

The Budget and Finance Coordinator will play a critical role in advancing the strategic plan of the Department. The individual in this role will help manage the multi-million dollar combined budget of the Office of Academic Strategy and Operations (ASO) and Office of Content and Assessment Design (CAD). This work will support many of the Department's initiatives and functions, including multiple statewide professional development programs designed to support teachers and school and district leaders, annual textbook adoption, and the review of academic standards, among other projects. The immediate priorities for the individual in this role will include gaining a deep understanding of the combined ASO and CAD budget, funding sources, and activities, as well as working closely with



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the Director of Finance and Operations to plan for the close of the fiscal year through frequent coordination with the Office of the Chief Financial Officer and the Executive Directors of ASO and CAD.

The Budget and Finance Coordinator will report directly to the Director of Finance and Operations for ASO and will work with a variety of team members and contractors.

### **Responsibilities:**

- Support the development of and manage the complex budget for ASO and CAD.
- Provide monitoring and updating of budgets and expenditures for all ASO and CAD programs and activities to inform programmatic decisions.
- Prepare budget-to-actual reports at scheduled intervals and upon the request of the Director of Finance and Operations.
- Represent ASO and CAD in monthly business manager meetings with the Chief Financial Officer, Executive Director of ASO, and Director of Finance and Operations.
- Create and maintain comprehensive, accurate, and up-to-date files, records and systems.
- Support the overall operations of events hosted by ASO as needed.
- Support special projects for the ASO and cross divisionally as needs arise.

### **Qualifications:**

- Bachelor's degree is required, with a concentration in business administration, finance, or accounting strongly preferred.
- Experience in supporting financial operations in a professional setting is preferred.
- Comfort and proficiency with a variety of technology skills, especially Excel, Word, and PowerPoint.
- Demonstrated excellence in organization and attention to detail.
- A track record of success managing projects by tracking deadlines and achieving milestones overtime, with proficiency in managing multiple work streams.
- Ability to use sound judgment to identify and creatively solve problems with a solutions-oriented, "whatever it takes" mindset. A self-starter with strong independent reasoning skills.
- Evidence of continuous improvement and ongoing learning orientation.
- Ability to successfully build positive, productive working relationships on diverse teams.
- Ability to communicate effectively to a variety of audiences.
- Strong desire to provide excellent customer service.
- Desire and ability to work and maintain optimism in a fast-paced, collaborative environment.

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.



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### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Edwina.Fanning@tn.gov](mailto:Edwina.Fanning@tn.gov).

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