



**Tennessee Rehabilitative Initiative in Correction**

**6185 Cockrill Bend Circle**

**Nashville, TN 37209**

**Website:**

[www.TRICOR.org](http://www.TRICOR.org)

**Email:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)

For more information contact  
Nikki Turner at 615.741.5705



*All State of Tennessee facilities are smoke free environments.  
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.*

## CONTROLLER

### TRICOR Central Office

**Job Class:** Executive

**Location:** Davidson County

*TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.*

**Job Description:**

This position is responsible for the fiscal operations of the TRICOR agency. Responsibilities include the production of monthly financial statements, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

**Primary Responsibilities:**

- Direct the overall activities of the fiscal department.
- Direct the implementation of all budgets and forecasts.
- Maintain a documented system of accounting policies, procedures and system of controls.
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Review accounts receivable and accounts payable process functionality.
- Ensure that monthly bank reconciliations are completed.
- Ensure that required inner unit payments are made on a timely basis.
- Maintain the chart of accounts.
- Maintain an orderly accounting filing system.
- Issue timely and complete financial statements.
- Coordinate the preparation of the corporate annual report.
- Recommend benchmarks against which to measure the performance of company operations.
- Calculate and issue financial and operating metrics.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.
- Provide financial analyses as needed, in particular for new partnerships, pricing decisions, and contract negotiations.
- Coordinate the provision of information to external auditors for the annual audit.
- Monitor debt levels and compliance with debt covenants.

**Education, Experience and Qualities:**

- Bachelor's Degree in Accounting from an accredited college or university.
- Minimum of 7 to 10 years of progressively responsible Controller experience for a major company or division of a large corporation.



**Tennessee Rehabilitative Initiative in Correction**

**6185 Cockrill Bend Circle**

**Nashville, TN 37209**

**Website:**

[www.TRICOR.org](http://www.TRICOR.org)

**Email:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)

For more information contact  
Nikki Turner at 615.741.5705



*All State of Tennessee facilities are smoke free environments.  
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.*

**CONTROLLER**

**TRICOR Central Office**

**Job Class:** Executive

**Location:** Davidson County

**Education, Experience and Qualities cont'd:**

- Manufacturing experience is preferred. Government experience is a plus.
- Preference will be given to candidates with the CPA or CMA designations.
- A strong understanding of Cost Accountancy is required.
- A solid base in Mathematics is crucial, analytical and communication skills are a must.

**Key Competencies:**

Time Management, Critical Thinking, Decision Making, Process Management, Deductive and Inductive Reasoning, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Presentation Skills, Problem Solving and Active Listening.



**Tennessee Rehabilitative  
Initiative in Correction**

240 Great Circle Road

Suite 310

Nashville, TN 37228

**Website:**

[www.TRICOR.org](http://www.TRICOR.org)

**Email:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)

For more information  
contact Nikki Turner at  
615.741.5705



*All State of Tennessee facilities  
are smoke free environments.  
The State of Tennessee is an  
equal opportunity, equal access,  
affirmative action employer.*