



Job Posting

Position Title: Finance Director

Reports To: Drew Harpool, Director of Fiscal Strategy

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

Responsible for managing the financial, reporting, and compliance requirements for the Achievement School District (ASD). In addition, this position manages staff related to transaction processing, reporting, and financial analysis. The position is also responsible for interacting with internal and external stakeholders about financial concerns and issues.

Specific Position Responsibilities:

- Serves as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Performs the most complex and important reconciliations of general ledger accounts against transaction queries, researched information, information provided by outside vendors, and individual transactions in electronic databases.
- Prepares the most complex and important financial activity reports for use by internal and external customers.
- Monitors department budget status to determine availability of funds and discrepancies.
- Analyzes account documentation submitted by external customers to determine accurate and appropriate expenditures.
- Reviews and approves high-risk, high-volume, and/or complex transactions to ensure accurate entry.
- Leads assigned subordinates in the preparation of financial activity reports for use by internal and external customers.



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Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

OR

Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

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 drew.harpool@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.