



Administrative Services Assistant 5 (ASA 5) Vacancy Announcement

Location: Nashville, Tennessee

Salary Range: \$3,366 - \$5,384 per month

Position Description:

The Division of Health Licensure and Regulation's (DHLR) Administrative Unit provides administrative, budgetary and fiscal support to all units within the Division, and works closely with the Department's Division of Administrative Services (DAS) to assist with administrative, budgetary and fiscal requirements. This position is responsible for preparing various fiscal and budget documents and providing other financial information as requested. Additionally, this position reviews expenditure and revenue transactions for errors and monitors spending patterns to assure that the budget will not be overspent.

Job Responsibilities:

- Prepare mid-year and year-end financial reports for all Boards and present this information when required during Board meetings.
- Prepare annual Health Related Boards self-sufficiency reports for submission to the Department of Finance and Administration.
- Assist in the development of the DHLR budget and use financial management systems to monitor, evaluate and recommend actions based on monthly reviews of transactions.
- Prepare and maintain records of investigative case costs for submission to the Office of General Counsel.
- Prepare ad-hoc financial and administrative reports for TDH staff that accurately report the operations of DHLR
- Assist with the preparation and review of fiscal notes for proposed legislation affecting the activities within DHLR
- Monitor and provide recommendations to improve program, information technology systems, and operational processes.
- Review purchases of goods and services in accordance with available budget, policies, and procedures.
- Assist with contract management for the Division and ensure contract expenses are reviewed and paid against the proper accounting codes.

Qualifications:

- Bachelor's degree, preferably in accounting, finance, business administration, or public health administration, or professional administrative experience may be substituted for the education requirement on a year-for year basis, preferably in governmental operations
- Working knowledge with Microsoft Office software (Word, Excel, PowerPoint, Access)
- Experience with the State's Edison system preferred

Interested applicants should submit a resume to:

Vanessia London
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
<mailto:vanessia.london@tn.gov>

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