

Tennessee Commission on Aging and Disability

Fiscal Director I

Duties and Responsibilities:

1. Provides customer service solutions to both internal and external customers including the Area Agencies on Aging.
2. Serves as agency fiscal director for including preparation of budget documents, financial projections, advising, meeting presentations and liaison to division of Accounts, Budget, Purchasing, Project Edison and external auditors.
3. Supervises Procurement, Accounts Payable, Accounts Receivable, Bank Transactions, Cost and General Accounting, Travel, Grants Accounting, Human Resources and Payroll, and Internal Controls Monitoring functions for efficiency, accuracy and compliance with all relevant policy and procedures.
4. Administers, reviews and/or advises on both TCAD's and the AAAD's cost allocation systems.
5. Participates in team process to establish, maintain and continuously improve a positive office culture, business operating systems, internal controls and outreach to customers.
6. Coordinates preparation and maintenance of agency procedures handbook sections related to fiscal functions.
7. Conducts special projects/tasks as requested.
8. Oversees security authorizations. Official signature authority and Edison approver as budget/fiscal officer, OCR liaison, back-up TCAD personnel director; and back-up agency head.
9. Supervises the Accounting Manager position (that supervises the Accounting Tech position), the Accountant 3 position and the Auditor position.
10. Maintains CPA and other relevant designations, as required.

Fiscal/Budget Officer

1. Serves as customer agency fiscal officer for statewide initiatives, including Project Edison
2. Serves as Budget office liaison
3. Prepares budget submissions and supporting data for budget hearings and attends budget hearings to be available for questions
4. Analyzes appropriations bills for agency impact to integrate changes into work program
5. Prepares and/or reviews financial projections and other related information provided to program directors and AAAD's as needed
6. Recommends fiscal maximization strategies
7. Attends relevant agency meetings
8. Serves as liaison with Division of Accounts

9. Supports agency use of Edison and other relevant systems
10. Supervises processing of relevant journals
11. Leads year-end accounting process
12. Supervises recording of grant awards in Edison
13. Generates or supervises federal financial reports processing including drawdown process
14. Supervises/prepares grant closeout reconciliations and final reports
15. Supervises/prepares annual grant activity schedule (i.e., SEFA)
16. Reviews grantee contracts
17. Provides grant spending data as requested
18. Communicate problems, issues, concerns, ideas, etc. in timely manner