

TENNESSEE DEPARTMENT OF SAFETY & HOMELAND SECURITY

BUDGET ANALYST COORDINATOR

OFFICE

This position is with the Tennessee Department of Safety & Homeland Security. The Tennessee Department of Safety (TDOS) was established in 1939 by the Tennessee General Assembly to exercise authority over the Tennessee Highway Patrol (THP). During its 69 years of sustained progress and service, the department has evolved into a multi-faceted agency. Today, the department's general areas of responsibility are law enforcement, safety education, motorist services, and disaster preparedness and prevention. While each area performs distinctly different functions, they all work together toward the common goal of ensuring the public's safety.

EXAMPLES OF RESPONSIBILITIES

Under the general supervision of an employee of higher classification, performs budgetary duties for the Department. Job duties are as noted but not limited to:

- Assemble fiscal and statistical data for use in budgetary evaluations and budget hearings.
- Prepare Annual Budget Requests in accordance with Finance and Administration Budget guidelines.
- Analyze monthly departmental budgeting and accounting extracts to maintain expenditure and revenue reports.
- Prepare periodic reports comparing budgeted costs versus actual costs and budgeted revenues to actual revenues.
- Assist in the development, submission, and administration of the department's operating budgets for assigned business units.
- Monitor departmental revenue collections and expenditures for accuracy on a regular basis as required by code, policy, and procedures.
- Monitor the availability of funds in each division's budget as required by policy and procedures.
- Reviews and participates in the approval processes for purchases of goods and services in accordance with code, policy, and procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four year college or university with major in accounting or a business or mathematics related curriculum with a minor or equivalent experience in accounting.

The above qualifications express the minimum standards of education and experience required for this classification. Other combinations of education and experience, if equivalent, may qualify an applicant for consideration.

Knowledge and Abilities: Considerable knowledge of basic accounting principles, concepts, standards, and procedures relating to a business environment; knowledge of Excel and other Microsoft Office software.

Ability to deal tactfully with the public and co-workers, exercise good judgment in evaluating situations and making decisions, express ideas clearly, and concisely.

POLICY OF NON-DISCRIMINATION

The Department of Safety & Homeland Security is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, color, nation or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, service or activities.

TO APPLY

Send your resume, transcript, and names and phone numbers of at least three references to:

Sonya Hadley, Budget Director
Tennessee Department of Safety & Homeland Security
Fiscal Services, 25th Floor TN Towers
312 Rosa L. Parks Ave.
Nashville, TN 37243-1102
Phone: 615-251-5292