



**Tennessee Rehabilitative Initiative in Correction**

**6185 Cockrill Bend Circle**

**Nashville, TN 37209**

**Website:**

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**Email:**

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*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

**Deadline: October 16, 2015**

*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. Preference will be given to candidates who are current Certified Public Accountants (CPA) and have government accounting experience.

**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.

**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.
- CPA and government experience is highly preferred.
- Manufacturing experience is preferred.
- A strong understanding of Cost Accountancy is a plus.
- Intermediate mathematical reasoning is a must.

**Knowledge, Skills, Competencies:**

Economics/Accounting, Time Management, Ethics/Values, Integrity/Trust, Critical Thinking, Decision Making, Process Management, Deductive and Inductive Reasoning, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Presentation Skills, Complex Problem Solving, Functional/Technical Competency, Team Oriented, and Active Listening.