



Dr. Steven Gentile  
*Executive Director*

STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 Rosa L. Parks Ave. 9<sup>th</sup> Floor  
NASHVILLE, TENNESSEE 37243  
(615) 741-1700

BILL LEE  
*Governor*

## **Administrative Services Manager**

### **Job Summary and Responsibilities**

Reporting to the Agency Fiscal Director, this position is responsible for professional accounting work of considerable difficulty; and may be assigned to complex accounting projects; and performs related work as required.

- Contract Management liaison with program staff.
  - Meet with Contract Managers monthly and/or quarterly to gain an understanding of the purpose and goals of the grant.
  - Document any changes in Contract Managers or Recipient staff changes.
  - Prepares financial activity reports for use by agency managers.
  - Performs reconciliations of general ledger accounts against program staff records using researched information, information provided by outside vendors, and individual transactions in Edison.
  - Review grant contracts to ensure funds are distributed timely and appropriately.
  - Track contract balances.
  - Review payment requests to ensure they are made in accordance with the Contracts.
  - Review programmatic Contract reconciliations as mandated by the contract language.
  - Monitor and report the available balance on the Contracts.
  - Work with Contract Managers to submit invoices and fiscal year end accruals by the F&A due date.
- Purchase and physically confirm receipt of commodities for THEC/TSAC.
- Print Services liaison for THEC/TSAC.
- Records Retention liaison for THEC/TSAC.
- Prepare routine journal entries in Edison.
- Meet F&A monthly and fiscal year-end closing deadlines.
- Meet Annual Closing Task (ACT) as assigned.
- Cross-training on other Fiscal duties to include more complex accounting transactions and reconciliations.
- Other duties as assigned.

**Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree in accounting or related business fields and three years of full-time professional experience.
- Intermediate proficiency with Microsoft Excel and Word is required.
- Familiarity with Edison and state processes is preferred.
- A Transcript is required for a proper evaluation for this position.

A successful candidate will exhibit the following characteristics:

- Analytical
- Problem-solver
- Self-starter
- Collaborator
- Dependability

**Salary and Benefits:**

The starting salary is commensurate with qualifications and experience. This position offers a competitive benefits package that includes, health, dental, life insurance, and paid vacation and holidays.

**About the Tennessee Higher Education Commission**

The Tennessee Higher Education Commission is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. The Administrative Services Manager works within the Fiscal Affairs division, which provides accounting, purchasing and contract monitoring support to divisions within THEC, various state agencies, and Tennessee's legislature. The Fiscal Affairs division is within the Finance and Administration bureau, which is made-up of Fiscal Affairs, Information Systems, Information Technology and Capital Outlay divisions. Additional information about THEC may be found at [www.tn.gov/thec](http://www.tn.gov/thec).

Please email a cover letter, resume, and salary expectations for consideration to the following:

David Heathcock, HR Director Tennessee Higher Education Commission  
312 Rosa L. Parks Avenue, 9<sup>th</sup> Floor  
Nashville, Tennessee 37243  
[David.Heithcock@tn.gov](mailto:David.Heithcock@tn.gov)

