



Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the TDEC Budget Office:

The budget office is one of three financial hubs for the department. The office is engaged in dynamic financial reporting, data analysis, financial strategy, training, and engages with each department division, including senior leadership and the Department of Finance and Administration.

Budget Analyst 2 TDEC Budget Office

Annual Salary Range: \$38,472 – \$61,524

The Department of Environment and Conservation has a wonderful opportunity to work with a collaborative team with our Budget Office located in Nashville, TN. If you are interested in helping the agency to protect the environment and improve and promote Tennessee's rich natural heritage through the budget and enjoy working with a wide variety of people, this may be a great job for you!

This position will assist in the research, analysis and administration of the agency budget. The preferred candidate will have experience performing analysis on financial data through a variety of formats including spreadsheets with pivot tables. Experience applying analytical and critical thinking skills to solve problems or accomplish tasks is key function of the position. To apply for this position: <https://www.tn.gov/careers>.

Highlighted Responsibilities

- Analyze monthly department budgeting and accounting reports to maintain expenditure controls
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations
- Provide monthly budget reports, advice and technical assistance to assigned divisions with cost analysis, fiscal allocation, and budget preparation
- Organize work, set priorities, meet critical deadlines, and follows through on assignments with a minimum amount of direction or errors
- Help prepare financial data, progress, and performance metrics information for briefings and other presentations
- In direct coordination with the budget director, improve unit level budget tracking and assist in the management of the financial performance of the agency to operate within their approved budget and expenses.
- Assist in preparation of the annual agency budget.
- Provide most current information during monthly meetings on current spending plan and review program expenses and revenues for all individual programs.
- Review contracts and grants for budget availability and tracking.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.