

## **Assistant Fiscal Director**

### **TN District Attorneys General Conference**

#### Summary:

The TN District Attorneys General Conference is seeking an experienced candidate with a proven sense of accountability and ambition for financial stewardship to fill the role of Assistant Fiscal Director. The Fiscal Department includes 6 staff members and handles accounting functions including accounts receivable, accounts payable, travel and grants. This position supports the Fiscal Director and works directly with the Executive Director on select projects.

This position requires graduation from an accredited college or university with a bachelor's degree and 5 years of experience in fiscal services. State experience is highly preferred along with familiarity of the Edison system. The ideal candidate should have a proven ability to manage a small staff, to oversee implementation of new initiatives, and excellent communication skills. The position offers a competitive salary and a comprehensive benefits package that includes twelve days each of annual leave and sick leave, insurance plans, retirement plan, 401(k), college fee waivers and more.

#### Responsibilities:

- Supervise, train, and lead a team, providing fiscal guidance.
- Serve as a subject matter expert on accounting policies, procedures for internal and external assistance to the districts.
- Management of grants, including assisting districts with the grant application process, budgeting, billing, and quarterly and yearly reporting.
- Managing the law library/online legal resources internally and for the districts
- General Ledger reallocations/collections, running reports to help ensure correctness of the General Ledger
- Processing and approving journals and inter-unit transactions between state agencies.
- Reconciling of revenue accounts and submitting quarterly/yearly reports
- Approving and reconciling deposits
- Assisting with the budget process, budget requests and other duties as needed.



## TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

GUY R. JONES  
EXECUTIVE DIRECTOR

### **Career Employment Information**

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 31 District Attorney Generals Offices.

### **TO APPLY:**

For All Positions:

- Submit **One PDF File** to [ldsteen@tndagc.org](mailto:ldsteen@tndagc.org) with a subject of "Assistant Fiscal Director Position"
- Comprised of the Following:
  - Signed Application (Designate Position Applying For)
  - Résumé
  - Cover Letter



**DISTRICT ATTORNEYS GENERAL CONFERENCE  
STAFF APPLICATION**

**Note:** Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Addresses and telephone numbers should be those where the applicant can be contacted. All information is subject to verification.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(if different) \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

**PERSONAL DATA:**

Date of Birth: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

Drivers License: \_\_\_\_\_  
(NUMBER) (TYPE) (STATE)

Social Security Number: \_\_\_\_\_

**EDUCATION:**

High School Attended: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Colleges and universities attended:

| <u>SCHOOL</u> | <u>LOCATION</u> | <u>FROM/TO</u> | <u>DEGREE</u> | <u>MAJOR</u> |
|---------------|-----------------|----------------|---------------|--------------|
|---------------|-----------------|----------------|---------------|--------------|

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**SPECIAL QUALIFICATIONS**

Specialized coursework/training: If needed, attach separate sheet of paper:

| <u>TYPE</u> | <u>LOCATION</u> | <u>DATE</u> | <u>CERTIFICATE OF SERVICE</u> |
|-------------|-----------------|-------------|-------------------------------|
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**US CITIZEN:** [ ] Yes [ ] No

**MILITARY SERVICE:** [ ] Yes [ ] No

**CURRENT ORGANIZATION MEMBERSHIPS:**

NAME OF ASSOCIATION

DESCRIPTION

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**EMPLOYMENT EXPERIENCE:** (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

2. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

3. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Give three references (not relatives or former or present employers) who are responsible adults who have known you for at least five years.

NAME

ADDRESS

PHONE

Relationship

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**What special qualifications do you possess for this position?**

**Reason(s) for seeking employment with this organization:**

**Outside interests/hobbies:**

**CERTIFICATION:**

I hereby certify that I (have/have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

I further certify that I (have/have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**CRIMINAL HISTORY CHECK RELEASE**  
**Tennessee District Attorneys General Conference**

**EMPLOYEE NAME:** \_\_\_\_\_

**SECURITY SOCIAL NUMBER:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**The office of the District Attorney checks references , runs criminal histories and driving histories on all new employees, interns and volunteers. Your signature below authorizes us to perform these security checks.**

**I, \_\_\_\_\_, GIVE MY PERMISSION TO THE OFFICE OF THE DISTRICT ATTORNEY TO CHECK PERSONAL REFERNCES AND TO CHECK NCIC FOR A CRIMINAL HISTORY.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Background Investigation: The following transactions were run on employee:

- National Criminal Information Database**
- TBI Criminal History**
- National & State Sex Offender Registry**
- Orders of Protection**
- Wanted Personal**

No criminal history record was found on this candidate.

\_\_\_\_\_  
**SIGNATURE OF PREPARER**

\_\_\_\_\_  
**DATE**