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| Job Title: | Accountant 1 | Job Code/ Req#: | 64293 |
| Department/Group: | TN DOT | Position Type: | Contract |
| Duration : | 05/14/2025 - 06/30/2025 | Date Posted: | 04/28/2025 |
| Expenses Allowed | Yes | Posting Expires: | 05/06/2025 |
| **Location :** | On Site  **Address**  505 Deaderick Street Nashville, Tennessee 37243  Candidate Must Be Local | **Quantity Requested :** | 1 |
| **Candidate Location (city,state) :** | Nashville, TN | Send Resumes to : | resumes@taurusbiz.com |
| **Level/Salary Range :** | $38/hr on C2C |  |  |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **Responsibilities**  The Accountant 1 position is responsible for analyzing and establishing purchase orders for various types of contracts and grants, moving and liquidating encumbrances as needed, and preparing special reports associated with contracts  activities. Other crucial aspects of this position include tasks and assignments during year-end closing to meet deadlines.  **Contracts & Grants**  The Accountant 1 in the Contracts & Grants section is primarily responsible for  Establishing encumbrances for various types of contracts and grants, moving and liquidating encumbrances as needed.   * Analysis of encumbrances and preparing special reports associated with both contracts and grants. * Daily tasks to include reviewing and approving requisitions and purchase orders related to commodity-type purchases. * Providing customer support for internal and external inquiries regarding purchase order information and procedures. * Other duties include fiscal year-end closing tasks to meet deadlines for approving requisitions, purchase orders, and payment cards.   **Qualifications**  Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting OR Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting OR Designated as a Certified Public Accountant (CPA): A transcript is required for a proper evaluation for this class.  **Work Location:**  This position will be on-site with the potential to go hybrid at a later date.  **Qualifications :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Contracts | Establishing encumbrances |  | No | | Software | Others | PeopleSoft | Knowledge of accounting system modules for purchasing, contracts, and AP |  | No | | Software | Others | Microsoft Excel | Advanced knowledge of Microsoft Excel |  | No | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 04/28/2025 |
| **Approved By:** | Ram S | **Date:** | 04/28/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/28/2025 |