

POSITION ANNOUNCEMENT

Financial Support Associate

The Tennessee College of Applied Technology – Pulaski is accepting applications for the position of Financial Support Associate to provide support all business office responsibilities and functions.

MINIMUM QUALIFICATIONS:

- Associate Degree in Accounting/Business/Finance
- Minimum of 3 years' experience in a finance office environment.
- Good understanding of accounting concepts for accounts payable, accounts receivable, purchasing, financial reporting, contracts, etc.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting/business/finance
- 3 to 7 years' experience in a finance office environment.
- Experience in higher education setting.
- Experience with Banner software.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to exercise good judgement in evaluating situations and making decisions.
- Demonstrated ability to consistently meet deadlines and submit accurate reports with close attention to details.
- Demonstrated experience of time management and organizational skills.
- Ability and willingness to maintain confidentiality.
- Ability and willingness to work as part of a team in a fast-paced office environment.
- Ability to organize and prioritize multiple projects at once with minimal direct supervision.
- Ability to read and interpret policies, regulations, and manuals.

RESPONSIBILITIES:

- Responsible for all purchasing contract creation, review, compliance, and implementation.
- Maintain agency funds, scholarships, and auxiliary accounts monthly to ensure accuracy.
- Monitor all accounts receivable to collect payment for tuition/fees.
- Maintain collection letters and placement files for all past due accounts.
- Assist in preparing the institutional budget biannually per TBR guidelines.
- Identify, report and track asset and equipment inventory, this will involve working with maintenance on any assets or inventory that has been sold or disposed of.
- Generate weekly journal entries for various accounting functions in Banner system.

- Assist with development and implementation of finance processes and procedures pursuant to TBR policies and guidelines.
- Reconcile monthly payroll and leave reports.
- Assist with HR functions as needed.
- Assist with monthly, quarterly, and yearly financial reports.
- Assist with fiscal year-end closing procedures as provided by TBR.

SALARY:

In accordance with guidelines established by the Tennessee Board of Regents and the Tennessee Colleges of Applied Technology.

POSITION TIMELINE:

Job posting will be available for 14 days.

TCAT-Pulaski hopes to have the position filled by December 15, 2025, with a start date of January 2026.

APPLICATION SUBMISSION & REVIEW:

To be considered for a position at TCAT-Pulaski, you must create an online application at: [Finance Support Associate - Pulaski, Tennessee, United States](#)

Your skills, abilities, qualifications, and years of experience will be evaluated using what is recorded on your application. Please be sure to include the complete Begin and End Dates under your Employment History. Scan and attach required documents to the online application in Word or PDF format. Your application will not be considered for review if all the required documents are not provided. If you have any questions or issues, please contact Stephanie Grissom at (931) 424-2422 or stephanie.grissom@tcatpulaski.edu.

REQUIRED DOCUMENTS:

- Cover Letter
- Resume
- Educational transcripts and diplomas and licenses

EMPLOYMENT DOCUMENTS: Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. A criminal/financial background check will be required for the applicant selected.