



## **Accountant 1**

*Tennessee Department of Treasury*

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$125 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

### **Job Overview:**

Under direct supervision, the Accountant 1 is responsible for providing accounting support to the various programs administered by the department as well as statewide cash management and investment operations. This is the entry-level class in this series.

### **Key Responsibilities:**

- Record daily journal entries for transaction activity.
- Create purchase orders, receipts, and vouchers for invoices.
- Process batches for payments to individuals under applicable programs.
- Receipt deposits received via ACH, wire, or check.
- Perform daily, monthly, and quarterly reconciliations from various subsidiary systems to the general ledger as well as other cash and asset reconciliations.
- Generate internal and external financial schedules.
- Maintain procedures and internal control documents.

### **Minimum Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree in accounting or bachelor's degree in other field with applicable accounting hours for CPA eligibility.
- Active pursuit of CPA designation is required.

### **Preferred Qualifications:**

- Proficient in Microsoft Office products

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## Preferred Competencies:

- Functional/Technical Skills
- Attention to Detail
- Time Management
- Written Communication
- Customer Focus
- Integrity and Trust

*At the present time, this position is primarily remote, with occasional required in-person meetings. It is anticipated that the department will regularly utilize its downtown Nashville office on a hybrid schedule in the future. Job location is subject to change at the discretion of the Department. The successful candidate should live in Tennessee and provide sufficient internet connection. This position is not eligible for VISA sponsorship (of foreign nationals). The State of Tennessee is an Equal Opportunity Employer. View other [career opportunities](#) at Treasury.*