

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Accountant 1- Administrative Services

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

DESCRIPTION:

The Administrative Services Section of the Management Services Division is responsible for an array of functions that includes Payroll, Procurement, Budget, and Facilities. Administrative Services is also responsible for office space planning and designing, inventory of property and equipment, and telecommunication requests.

RESPONSIBILITIES:

- Processes procurement for the department which includes receiving invoices and creating requisitions, purchase orders, and accounts payable through the Edison (Statewide) system.
- Analyzes fiscal transactions to ensure conformity and compliance with accepted accounting procedures and practices; and verifies whether expenditures have been made according to contractual requirements and authorized procedures.
- Updates and provides accurate expenditure and revenue reports to management on a monthly basis.
- Reconciles payment card purchases on a monthly basis.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a major in Accounting.
- A Certified Public Accountant or a candidate with the required education hours and eligibility to sit for the exam is required.

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.