

STATE OF TENNESSEE



TREASURY DEPARTMENT  
STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

**General Ledger Accountant 1**

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 TCRS section of the Accounting Division is responsible for processing all accounting transactions related to the programs administered by the Treasury Department.

RESPONSIBILITIES:

- Record and reconcile daily checks payable transactions
- Perform monthly reconciliations for accounting systems
- Prepare daily reconciliation of cash
- Record journal entries

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a major in accounting
- Proficiency in Microsoft Excel is required
- CPA license or completion of requirements to sit for the CPA exam and obtain license within reasonable time is required

To apply, submit your resume to:

Treasury.Resumes@tn.gov

*The State of Tennessee is an Equal Opportunity Employer.*