



## **Job Posting**

**Position Title:** Accountant

**Reports To:** Drew Harpool, Director of Fiscal Strategy

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **Position Description:**

Under general supervision, is responsible for professional accounting work of average difficulty for the Achievement School District; and performs related work as required.

### **Specific Position Responsibilities:**

- Processes basic accounts payable transactions in electronic databases to pay internal and external customers accurately.
- Processes basic accounting journal entries in electronic database to record financial transactions.
- Gathers account information from internal and external customers to update and maintain accurate account postings, support transactions, and perform reconciliations.
- Runs queries in electronic databases to provide information for accounting and management analyses.
- Gathers account information from internal and external customers to update and maintain accurate account postings, support transactions, and perform reconciliations.
- Conducts basic research in electronic applications, paper files, and interpersonally to gather data for processing transactions and preparing reports.
- Analyzes account documentation submitted by external customers to determine accurate and appropriate expenditures under the direction of assigned supervisor.

### **Qualifications:**



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**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to one year of full-time professional accounting or auditing work.

OR

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional accounting or auditing work.

**Substitution of Graduate Education for Experience:** Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA).

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [drew.harpool@tn.gov](mailto:drew.harpool@tn.gov).

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