

STATE OF TENNESSEE



**TREASURY DEPARTMENT**  
STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

**Investment 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 Investment Section of the Accounting Division is responsible for maintaining, updating, and reconciling the investment accounting subsidiary ledgers which include all investment assets held in trust by the Tennessee Department of Treasury.

**RESPONSIBILITIES:**

- Provide accounting support for the daily reconciliation of the investment assets with the investment custodian to the Treasury internal general ledger (Sage) and the statewide general ledger (Edison).
- Perform daily asset reconciliation between the custodian and the Treasury internal investment inventory system (QED) and Bloomberg.
- Sample and review the information recorded by the custodian (income, amortization, etc.) for propriety on a periodic basis.
- Conduct periodic reconciliations of the private equity holdings, capital calls, and outstanding commitments.
- Prepare journals for our internal and external general ledgers as needed.

**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 obtaining a CPA license within a reasonable time is required

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

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