

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical and archaeological heritage.

About the Tennessee State Parks

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



Account Clerk Chickasaw State Park Annual Salary Range: \$33,900 - \$50,700

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful parks in the United States. We have outstanding opportunities to work in a beautiful work environment. This position is at Chickasaw State Park in Henderson, TN. The facilities at the park include 13 cabins, three campgrounds, a group lodge, a group camp, bathhouses, a visitor's center, and picnic shelters.

The preferred candidate will be comfortable working with diverse guests of our park and providing great customer service. This position will handle the majority of purchasing for all park operations. The position will create monthly reports and review monthly budgetary reports. The position requires work on weekends and holidays on a rotating basis. The preferred candidate will be a high school graduate or equivalent with experience equal to one year of routine bookkeeping or routine clerical auditing work. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Generate requisitions and receipts for invoices.
- Review financial audit and budgetary reports.
- Maintain files including invoices, sales reports, and other similar reports.
- Performing sales and reservations and utilizing point of sale software.
- Proficient with computers and software including Microsoft 365.
- Handling cash and making deposits.
- Providing great customer service.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.