

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.

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.

Mission Statement:

To provide professional, effective management and stewardship of the park and all its resources; present compelling interpretation of the park's story and resources; provide opportunities for safe enjoyable outdoor and recreational experiences to all park visitor; provide a safe and inspiring workplace for all park employees and volunteers; manage all park operations to be as efficient and cost effective as possible; and to partner with local community leaders to bring a positive economic impact to the area surrounding the park.



Administrative Assistant 1 Paris Landing State Park Annual Starting Salary: \$28,716

Are you looking for an opportunity to work with Tennessee State Parks? Our state parks are among the most beautiful parks in the United States. We have an outstanding opportunity to work in a beautiful work environment at Paris Landing State Park. Our Administrative Assistant position supports accounts payable and accounts receivable functions as well as assists with processing human resource paperwork, payroll, and documentation.

This position requires a strong knowledge of Microsoft Office products as well as the ability to use accounting tracking/database systems. The preferred candidate will have experience equivalent to 2 years of full-time clerical accounting or auditing work and experience working with databases and accounting software. To apply for this position visit: <http://www.tn.gov/careers>.

General Responsibilities:

- Ensure all personnel and human resource transactions are accurate and complete following state guidelines.
- Verify each employees' time and attendance is accurate. Ensure all exceptions have been approved and corrected.
- Track personalized job share hours chart monthly for management to track how many hours are being used each month.
- Maintain organization charts and staffing patterns for the Hospitality operation in a timely manner.
- Verify daily balancing of all revenue sources, (HMS, Itinio, Aloha) between production reports and daily closing reports.
- Confirm all credit card transactions are accurate and have been transmitted nightly.
- Prepare accurate daily bank deposits and reports to park's accounting daily.
- Process requisitions for purchases for the Lodge and cabins.
- Complete accounts payable and receivable tasks; Process and reconcile all end of the month paperwork.
- Assists other departments as needed based on business demands and completes other duties as assigned.

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.