

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 Consolidated Fees Section:

The Consolidated Fees Section supports TDEC's mission by providing account receivables services. They are responsible for ensuring TDEC's divisions receive revenue through monthly billings. The Consolidate Fees staff hold themselves to high accountability standards for state resources and compliance with state rules and regulations, while working to promote those standards throughout the agency. The Section's goal is to provide accurate information and services to internal and external customers in a manner as timely and efficiently as possible.



Accountant 2 Consolidated Fees Section

Annual Salary Range: \$38,472 - \$61,524

The Consolidated Fees Section, located in our Central Office in Nashville, TN is seeking someone who enjoys working in a fast paced, high volume office. This position is responsible for leading TDEC's Accounts Receivables department and providing outstanding customer service for our internal and external candidates. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

The preferred candidate will have a bachelor's degree in accounting or graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting. Preferred candidates will have experience equivalent to one year of full-time professional accounting or auditing work. Preferred candidates will have a strong work ethic and be comfortable working with diverse teams and have the ability to maintain a positive work environment and build effective team relationships. Proficiency in Microsoft Office 365 is required. To apply for this position visit: www.tn.gov/careers

Highlighted Responsibilities:

- Prepare financial activity reports for use of internal and external customers.
- Review and approve accounts payable transactions to pay internal and external customers.
- Review refund request documentation to ensure proper allocation and disbursement of funds.
- Process account receivable transactions and record revenue.
- Gather information and prepare reports for management.

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.