Accounting Business Analyst- Program Services

Tennessee Department of Treasury
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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than $60 billion in assets through its various investment programs. We administer the State's Retirement Program, Retire*Ready*TN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

This position is dedicated to support the actuarial valuation and experience study process, provide queries in response to data requests, and support annual reporting and review data in the Retirement Information System (Concord).

Key Responsibilities:

- Collection of data and formatting of information related to actuarial and experience study (s).
- Respond timely to inquiries made by the actuary regarding data used in the actuarial and experience study (s).
- Generates ad hoc reports from Concord in response to inquiries from various stakeholders such as employers, Director's office, and legislators.
- Compiles reports and data for publication in annual financial reports and popular reports.
- Reviews data in Concord for anomalies and works with various areas to improve the data in Concord.

Minimum Qualifications:

- Graduation from an accredited four- year college or university.
- Bachelor's degree in Math or business related field is required.
- Candidates must be proficient in Microsoft Excel.

Preferred Qualifications:

- Certified Public Accountant and Master's Degree in Business or Mathematical Field.
- Microsoft Access skills would be a plus.

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