



Tennessee ***Sports Wagering Council***

JOB POSTING

Position Title: SWC Accountant

Location: Nashville, Tennessee

Summary:

The Sports Wagering Council ("SWC") is the regulatory body responsible for regulating sports wagering and fantasy sports contests in Tennessee. The mission of the SWC is to enforce the Sports Gaming Act, the Fantasy Sports Act, and all related rules in a fair, transparent, and consistent manner; to ensure the integrity of sports wagering in the state; to collect accurate privilege taxes; and to protect the public interest of Tennesseans.

The primary purpose of the SWC Accountant is to (1) manage procurement and accounts payable processes for the agency; (2) perform general ledger reconciliations and reviews; (3) track and communicate accounts receivable for registered vendors, sportsbook and fantasy sports operators; (4) review financial information to determine compliance for licensure and registration; and (5) work with the Chief Financial Officer perform accounting duties including monthly closing and privilege tax collection processes and year-end reporting.

Duties of the SWC Accountant include:

1. Working closely with the CFO and other stakeholders to manage procurement and accounts payable.
 - Ensure accurate and timely purchase order and invoice entry.
 - Liaise with centralized departments regarding procurement and contract processes.
 - Maintain reliable records related to accounts and transactions.
 - Monitor contract and other payments to ensure timely processing of invoices.
 - Oversee preparation of travel expenses and assist as needed.
 - Reconcile purchase-card transactions.
2. Track and communicate accounts receivable for the agency.
 - Review privilege tax reconciliations.
 - Oversee and document accurate and timely collection of licensure and registration fees.
 - Ensure that appropriate documentation of payments is maintained.

3. During the initial and renewal licensure/registration process, review financial information for completeness and compliance.
4. Perform general accounting functions.
 - General ledger analysis
 - Review outstanding purchase orders and requisitions for accuracy.
 - Assist with periodic financial reporting.
 - Perform reconciliations
5. Assist agency staff with ad-hoc requests.
6. Duties as assigned.

Competencies:

1. Accounting, finance, and auditing proficiency.
2. Strategic agility and flexibility.
3. Aptitude towards planning and coordination efforts.
4. Critical thinking and a detail-oriented mindset.
5. Self-starter with exceptional drive and work ethic.
6. Effective communication ability within a team environment.
7. Ability to operate efficiently and effectively in a fast-paced environment.
8. High degree of integrity and professionalism.
9. Ability to exercise discretion and confidentiality in handling sensitive financial and non-public data.
10. Competent in Microsoft Office, especially Microsoft Excel

Qualifications:

1. Graduation from an accredited college or university with a bachelor's degree in accounting or a relevant field.
2. Professional license, such as CPA, CIA, or CFE preferred.
3. Two years plus of full-time experience in an accounting or audit-related role.

Other:

1. Final consideration for this position is contingent upon the successful completion of a background check as part of our standard hiring process.
2. This position works in the office 3 days a week, subject to change dependent upon business needs.

Send resume to:

Email: Teri.Crow@tn.gov

Pursuant to the SWC's Workplace Discrimination and Harassment policy, the SWC 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 SWC'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.