



## **Accountant 2**

*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 \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, 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:**

The position is responsible for professional accounting work of routine difficulty and performs related work as assigned by the Supervisor of Payroll and Refunds.

### **Key Responsibilities:**

- Processes ACH (Automated Clearing House) returns, corrections, recalls, and reclamations regarding payment of retirement benefits.
- Pursues collection of benefit overpayments made by the retirement system for various reasons including death of member, member returning to work full-time with a TCRS (Tennessee Consolidated Retirement System) covered employer, errors, etc.
- Identifies and contacts inactive members regarding benefits for which the member may be eligible including retirement benefits and refunds.
- Identifies members who have not designated a beneficiary and contacts the member to encourage designation of beneficiary.
- Participates in the biennial actuarial valuations and quadrennial experience studies and prepares information for the annual financial report.

### **Qualifications:**

- Graduation from an accredited four-year college or university with a major in Accounting required.
- Successful candidate must have or actively pursue and achieve Certified Public Accountant (CPA) designation.

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