

## TENNESSEE DEPARTMENT OF TREASURY



### TNStars® and ABLE TN Customer Service Representative

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. Treasury continues to serve all Tennesseans by helping to educate and enable them to make smart financial choices through the Financial Empowerment Division, which includes two savings platforms, TNStars® College Savings 529 Program and *ABLE TN* Savings Program.

#### **About TNStars®:**

Nationally ranked for investment performance, TNStars® is designed to give Tennessee families high quality investment options at a low cost to help them put aside money for higher education expenses. Tennesseans can invest directly with the program and money can be withdrawn tax-free from a TNStars® account as long as it is used for qualified post-secondary education expenses. Funds invested in TNStars® 529 accounts can be used at any post-secondary institution that accepts Federal Financial Aid, including four-year public or private universities, and college of applied technologies in or outside the state of Tennessee. More information can be found at [www.tnstars.com](http://www.tnstars.com)

#### **About ABLE TN:**

Launch in June of 2016, *ABLE TN* is a savings program designed to help individuals with disabilities put aside money to pay for qualified expenses. These accounts provide the opportunity to save and invest with tax-free earnings to help participants maintain independence and quality of life. More information can be found at [www.AbleTN.gov](http://www.AbleTN.gov)

#### **Position Description:**

The TNStars® and *ABLE TN* Representative, under the direct supervision of the Manager of Operations for TNStars® and *ABLE TN*, provides excellent customer service through verbal and written communication with existing and prospective customers; maintains front line operations while facilitating internal procedures and transactions; compiles monthly performance reports and statistical data. Other duties may be assigned as needed. Occasional travel and weekend work required. Training will be provided to all employees regarding the plans.

#### **Minimum Qualifications:**

- Bachelor's degree from an accredited, four-year college or university required. Business major is required.
- Familiarity with 529 and 529A plans as well as financial products desired.

- Excellent oral and written communication skills
- Comfort level with financial matters and record keeping systems
- Attention to detail
- Willingness to collaborate with other Treasury Department divisions
- Ability to work well under pressure and produce quality work

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

***The State of Tennessee is an Equal Opportunity Employer.***