



Manager 2- Service Purchase

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 reports to the Manager of Tennessee Consolidated Retirement System (TCRS) Member Services and leads the group which performs critical activities related to processing requests for service purchase. This position also serves as the key point of contact for all questions related to Service Purchase processes.

Key Responsibilities:

- Supervises, plans, and manages the workload and activities of the employees in the Service Purchase section.
- Maintains the daily operation of service purchase costs, ORP transfer process, and updating information to the system.
- Reviews, evaluates, and recommends changes in the benefits/prior service section; implements changes approved by the Manager of Benefits and Prior Service.
- Ensures service purchase payments (ORP, prior service, rollovers) are applied to appropriate records in a timely manner.
- Reviews and makes necessary corrections for members participating in the Installment Purchase Service system.
- Identifies training needs and provides training and technical assistance to staff; evaluates job performance of staff; and participates in the hiring process for vacant positions.
- Formation of short- and long-range goals and objectives;
- Prepares statistical reports; establishes, evaluates, and documents procedures and internal control; answers inquiries of unusual nature; other duties as assigned by the Manager of Benefits and Prior Service.

Qualifications:

- Graduation from an accredited four-year college or university.
- Degree in math or business related fields preferred.
- Two years of successful full-time experience in an administrative or supervisory capacity.

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