



Manager 4

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

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:

This position manages the daily operations of Member Services related to benefit calculation and prior service calculation claim processing for the Tennessee Consolidated Retirement System (TCRS). TCRS is the pension plan that covers state employees, higher education, K-12 public school teachers, and employees of participating political subdivisions.

Key Responsibilities:

- Ensures processes are documented and implemented for determining eligibility and cost for establishing prior service.
- Manages operations and determines resources needed for prior service calculations, benefit calculations, and return to work adjustments.
- Oversee and participate in staff training and development, as well as evaluation of employee productivity and quality through established performance metrics.
- Responsible for helping design, test, and implement new systems and modifying present systems.
- Prepares various statistical and informational reports for management and coordinates activities with other sections.
- Recommends legislative changes for administrative purposes.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in Business Administration or related field is required.
- Three years of successful employment in a responsible supervisory capacity.
- Strong analytical abilities, leadership skills, personnel management skills, and communication skills are required.

Connect with Treasury Online

Facebook [@TNTreasury](#) | Twitter [@TNTreasuryDept](#) | LinkedIn [@Tennessee Department of Treasury](#)



Preferred Qualifications:

- Thorough knowledge of retirement laws and procedures.
- Attainment of the Retirement Plan Associate designation (Certified Employee Benefits Specialist (CEBS) program) or Certified Financial Planner (CFP).

The State of Tennessee is an Equal Opportunity Employer.

View other [career opportunities](#) at Treasury.

Connect with Treasury Online

Facebook [@TNTreasury](#) | Twitter [@TNTreasuryDept](#) | LinkedIn [@Tennessee Department of Treasury](#)