



Service Counselor 2- Deferred Compensation Specialist

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 \$60 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:

Treasury is seeking a driven individual to assist with research, data collection and analysis, communication, administrative duties, and preparing reports related to the State deferred compensation program. The State Deferred Compensation Plans include a 401(k), 457, 401(a) Optional Retirement Program (ORP), and two 403(b) plans. Collectively, these plans total over \$8 billion in assets and 150,000 participants.

Key Responsibilities:

- Collect, organize, and analyze data from all vendor reports related to plan participation, assets, contributions, participant outreach and communications, and participant actions.
- Assist with the preparation of deferred compensation employer compliance audit reports.
- Analyze and report retirement plan fee comparisons for prospective adopters of the State deferred compensation plans.
- Work with vendors and employers to ensure the employment status of all participants is reported correctly.
- Assist with the preparation of plan reports and survey responses.
- Assist with the continued development and refinement of key metrics for State deferred compensation programs.

Qualifications:

- Graduation from an accredited four-year college or university
- Strong proficiency and experience in Microsoft Excel, PowerPoint, and Word
- Strong analytical skills
- Skilled at prioritizing and completing multiple projects with exceptional organizational and planning abilities

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