

# Accounting Technician 1

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The Comptroller of the Treasury is currently hiring for a Full-Time Accounting Technician 1. This position is with the Office of State and Local Finance (SLF) and is responsible for assisting the Program Accountant and Program Account Analyst in the administration of the Office of State and Local Finance's debt programs. The Office manages debt issued by the Tennessee State School Bond Authority (TSSBA), the Tennessee Local Development Authority (TLDA), and the State Funding Board (SFB). The TSSBA issues debt to make loans to the public higher education institutions in the University of Tennessee and Tennessee Board of Regents systems. The TLDA issues debt to make loans to municipalities, utility districts, and water and wastewater authorities for water and sewer projects. The SFB is the issuer for the general obligation debt of the State of Tennessee. The Office also manages loans made from the State Revolving Funds for Drinking Water and Clean Water (water and sewer projects.) The Program Accounting Technician 1 assists with the day-to-day processing of transactions related to the administration of the programs. This position also performs other related duties as assigned. **Please submit resume with unofficial college transcript(s) and contact information for three (3) references to [HR.Comptroller@cot.tn.gov](mailto:HR.Comptroller@cot.tn.gov).**

## MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

## Education and Experience

Graduation from an accredited college or university with an Associate's degree in accounting or finance. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

## MAJOR RESPONSIBILITIES:

- Assists with the review of payment requests and invoices for mathematical accuracy.
- Assists with the entry of accounts payable vouchers into the State's accounting system.
- Assists with the entry of routine interunit journals into the State's accounting system for the transfer of money between state agencies.
- Monitors transactions in process in the State's accounting system using queries.
- Assists with the entry of deposits into the State's accounting system.
- Assists with the entry of project activities and project budgets into the State's accounting system.
- Assists with the entry of general project information into the debt management system.
- Prepares letters and documents for correspondence.
- Assists with maintaining project files containing all document on the projects (i.e. correspondence with borrowers, loan agreements, accounting entries, etc.).
- Assists the Program Accounting Analyst with necessary scanning and electronic storage of loan agreements, project questionnaires, and minutes.
- Assists the Program Accounting Analyst with the scheduling of meetings of the TSSBA, TLDA, and SFB and staff of these boards/authorities.
- Assists the Program Accounting Analyst in the preparation of agendas and packets for the meetings of the TSSBA, TLDA, and SFB and staff of these boards/authorities.
- Assists the Program Accounting Analyst in the preparation of notices for the meetings of the TSSBA, TLDA, and SFB and oversees posting of meeting notices to the State and Local Finance website.
- Assists with routine office management as required by the Director or Assistant Director.
- Conducts appropriate quality assurance processes to ensure accountability.
- Seizes process improvement opportunities to streamline workflows and improve accuracy.
- Maintains and continually improves individual contribution to a service-oriented culture that supports customers and leadership.
- Communicates clearly and frequently with leadership, team members and customers.
- Utilizes a high degree of tact and diplomacy in all interactions.

- Continually assesses and communicates risk. Takes action as assigned to document, control and mitigate identified risks.
- Uses a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices and policy.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates should possess excellent verbal and written communication skills and listening skills and must work well in a team environment. Candidates should possess the ability to work both independently and collaboratively with multiple levels of the organization. A successful employee in this position will consistently demonstrate poise and a professional demeanor. Candidates should be detail oriented, should thrive in a fast-paced environment and should be able to adapt to changing priorities and deadlines while maintaining accuracy, consistency, and integrity at the highest level. Candidates should have outstanding organizational skills and the ability to maintain accurate records.

- Candidates should possess the following problem solving skills and results orientation abilities:
- Manage multiple priorities and projects
- Prioritize tasks and efforts with efficiency
- Demonstrate patience and persistence in dealing with complex and/or time-consuming issues
- Approach problems in a positive manner
- Analyze possible obstacles in order to identify solutions
- Follow-up and resolve issues in a timely manner
- Keep supervisors apprised of pertinent matters
- Process and analyze information in a disciplined and structured manner to ensure consistency

**This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.**

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.