

Accounting Technician 2 Part-Time-**Office of Business and Finance**
Tennessee Department of Finance and Administration
Division of Administration
Location: Nashville, Tennessee
(Compensation \$15.45 per hour)

Career Opportunities Available in Tennessee State Government

The Position:

The Accounting Technician 2 position is a part-time position within the Office of Business and Finance (OBF) in the Department of Finance and Administration and is responsible for performing accounts receivable, accounts payable, cashiering and other related clerical accounting for the Benefits Accounting section. This position reports to the Accountant 3 who supervises Benefits Accounting within OBF. The Benefits Accounting section handles the accounting of the State's insurance plans and works very closely with staff in the Benefits Administration division of F&A. Expectations are for the incumbent to work three 7.5 hour work days per week with the occasional fourth day per week.

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time increasingly responsible clerical accounting or auditing work including, at least, one year of experience similar in nature to that performed by an Accounting Technician 1 within the state of Tennessee.

Substitution of Education for Experience: Accounting course work from an accredited college or institute may substitute for the required experience under one of the following conditions, there being no substitution for the one year specialized experience: 4.5 quarter hours in accounting or bookkeeping is equivalent to a one-year substitution, 9 quarters hours in accounting or bookkeeping is equivalent to a two-year substitution, 12 quarter hours in accounting or bookkeeping is equivalent to a two-and-a-half year substitution; 15 quarter hours in accounting or bookkeeping is equivalent to a three-year substitution.

Required Competencies:

1. Intermediate knowledge of Microsoft Excel, Word and Outlook.
2. Basic knowledge of accounting principles.
3. Intermediate organization skills.
4. Intermediate oral and written expression and comprehension ability.
5. Knowledge of PeopleSoft/Edison and iNovah would be helpful.

Work Activities:

Duties may include, but are not limited to the following:

1. Serves as backup cashier for daily deposit.
2. Processes journal entries to make corrections to accounting information.
3. Generates payment vouchers to suppliers on a monthly basis.
4. Processes accounting transactions in electronic database between two or more state agencies.
5. Audits records in electronic databases and other relevant systems to ensure completeness and accuracy.
6. Fields telephone calls, emails, and written requests to research issues and gather information.
7. Assists management with developing objectives and strategies to meet departmental goals.

Please send resume and contact information to: Beverly.Stewart@tn.gov

The State of Tennessee is an Equal Employment Opportunity Employer.

The State of Tennessee complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Any person who believes that discrimination has occurred by a state agency on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.