

# Accountant 1

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The Comptroller of the Treasury is currently hiring for a Full-Time Accountant 1. This position is with the Office of State and Local Finance (SLF) and is responsible for the program administration for the Office of State and Local Finance's (SLF) 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 Accountant 1 performs many duties, tasks, and responsibilities related to the administration of these programs, listed below. 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 a bachelor's degree in accounting, finance or business administration with twenty-four (24) semester hours and possess two (2) years of relevant experience in accounting or finance. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

## Certifications and Licenses

CPFO, CGFM, or CPA preferred

## MAJOR RESPONSIBILITIES:

- Assists with the preparation of reports and filings of the program including: the annual financial statements and supporting schedules, the annual disclosure required by SEC rule 15c2-12, and the semi-annual State Indebtedness Report.
- Reviews invoices for the disbursement of loans to borrowers and the payment of debt service prior to processing in the State's accounting system.
- Oversees the entry of information into the State's accounting system including: approval of Accounts Payable vouchers, approval of journal entries (including interunit journals between state agencies), approval of deposits, and approval of project budgets.
- Oversees the entry of debt and loan information into the debt management system including: approval of project authorizations, project questionnaires, project funding sources, bond series, and bond authorizations and any changes to such.
- Prepares notifications (ticklers) related to the ongoing administration of the program and enters them into the debt management system.
- Reviews amortization schedules and billings prepared by the Program Accounting Analyst.
- Assists with the preparation of monthly clearing account reconciliations and quarterly receivables reconciliations.
- Assists with the completion of bond questionnaires based upon conclusion obtained from bond counsel.
- Assists with the management of short-term debt financing (commercial paper and revolving credit facility).
- Participates in all matters related to bond sales.
- Assists with the preparation of Preliminary Official Statement and Official Statement in conjunction with bond sale and compiles documents for bond closing.
- Assists with the preparation of credit rating presentations.
- Oversees compliance with the program's Debt Management Policy and Post-Issuance Compliance procedures.
- Coordinates the annual review of the Debt Management Policies by the board/authority and suggests necessary revisions.
- Participates as a member of the Post-Issuance Compliance Team.
- Assists with the preparation list of tax-exempt bond projects and sends to borrowers/project managers annually for certification as to change in use as a part of post-issuance compliance.
- Coordinates with arbitrage rebate analyst and provides information necessary to prepare rebate calculations.
- Responds to audit confirmations from borrowers.
- Responds to requests from other state agencies for information related to the program.
- Oversees posting of necessary notices and relevant updates for communication to the investor community.

- Attends all board/authority meetings of the TSSBA, TLDA, and SFB and the meetings of the staff to these boards/authorities, as well as the meetings of the State Building Commission (SBC) and Executive Subcommittee of the SBC and the Pre-agenda meeting of the SBC and meeting of the staff to the Executive Subcommittee.
- Prepares minutes for all board/authority meetings of the TSSBA, TLDA, and SFB.
- Periodically reviews website for the program for accuracy of information and functionality and ensures that all necessary updates are made.
- 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.