



**MILITARY DEPARTMENT OF TENNESSEE  
3041 SIDCO DRIVE  
NASHVILLE  
37204-1502**

**EXECUTIVE SERVICE ACCOUNTANT 3**

**Job Description:**

This Accountant 3 position is executive service and is located in Nashville, Tennessee at the National Guard Armory. The selected candidate will be considered the Assistant to the Department Controller and will be responsible for providing professional accounting work of considerable difficulty.

**Salary Range:** \$3,333 - \$5,331 per month

**Primary Responsibilities:**

- Responsible for state budget formulation for Military Department sub budgets spanning three different department codes
- Monitoring of salary/benefit & operational budget execution for sub budgets and coordination of Budget expansion requests in three different department codes in concert with Department Controller
- Responsible for production of annual revision targets for TEMA sub budgets for submission by Department Controller
- Establish and manage TEMA related grant budgets in Edison and input Federal agencies award amounts
- Responsible for year-end close out procedures for TEMA sub budgets
- Monitor expenditures of TEMA sub recipients grant funds for allowable and accurate reporting to Federal Government
- Provide analysis funding status for TEMA salary equity adjustments and reclassifications for Department Controller
- Seek reimbursements from Federal agencies
- Communicate and resolve issues with internal customers and external customers related to complex financial transactions involving State and Federal funding

**Preferred Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work

**INFORMATION CONTACT:**

Robin Inglis, Military Department State Human Resources Director (615) 313-3044

**SEND RESUME TO:**

Barry.collins@tn.gov

**Resume Deadline: May 15, 2015**