

Employer Review Specialist

The Tennessee Consolidated Retirement System (TCRS) is the State of Tennessee's Defined Benefit pension plan and is a division of the Tennessee Department of Treasury. All of the local governments and Local Education Agencies (LEAs) that elect to participate in TCRS are responsible for reporting monthly information regarding their employees to the State's retirement system through our online computer system.

The Tennessee Department of Treasury is seeking two individuals for the grand divisions of Tennessee (West and East) to conduct reviews of census data that is reported to TCRS by local governments and LEAs. Additionally, these individuals will train local governments and LEAs on the process of reporting into TCRS which includes: the technical aspects of reporting into the computer system, the importance of providing clean and up-to-date data, and educating their participants on the benefits of the retirement system and any of its offerings.

The successful candidate will have an undergraduate degree from an accredited four year college or university in a business related field and 1-3 years applicable experience. The position will be home based and will require extensive local travel, minimal overnight. A state car will be provided.

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.