

Job Posting

TENNESSEE SCHOOLS FOR THE DEAF KNOXVILLE SS ACCOUNTING TECHNICIAN POSITION CURRENTLY AVAILABLE

Job Location: TSD is located in Knoxville, TN at 2725 Island Home Blvd. Knoxville, TN 37920

Description: The Accounting Technician performs accounting and clerical work of average difficulty involving bookkeeping principles to a variety of financial records and documents. The Accounting Technician will work in the TSD Business Office with a major portion of the job responsibilities being procurement. Individual hired will be required to attend workshops in Nashville, as needed, for Edison training used by the state for business processes, and other pertinent training as well.

Qualifications:

- High school diploma or GED certificate
- Two years of clerical and/or accounting or routine audit work
- Valid Tennessee Driver's License
- Strongly preferred ASL (American Sign Language) skills

Terms of Employment: Full-time executive 12 month position

Essential Duties and Responsibilities:

- Purchases all supplies, equipment, and services for the school by preparing requisitions, purchase orders, and receipts. Screens all requisitions and purchase orders for accuracy and proper justification and approvals.
- Enters and maintains Agency Term Contracts when required by the Central Procurement Office, writes product specifications for use in bidding competitively with vendors for supplies, equipment, and services. Serves as a liaison between the agency, Central Procurement Office, and vendors for procuring and/or amending contracts.
- Assists Business Manager to keep policies and procedures updated as required.
- Participates in trainings that will educate the employee on any changes from the Purchasing Division/Central Procurement Office and in any training needed within the Edison system.
- Assists with mail and switchboard as needed.
- Mentor a TSD student in the TSD Work Based Learning Program.
- Other duties as assigned.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

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Preferred KSA's

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Effective interpersonal and organizational skills
- Strong expressive and written communication skills

Salary and Benefits

- State of Tennessee Salary Grade 023 \$2,279 - \$3,645
- Benefits include medical, dental, vision and life insurance, pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.

How To Apply

Application may be sent to Employment@tsd.k12.tn.us
Or Human Resources - 2725 Island Home Blvd. Knoxville, TN 37920

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

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