

Personnel Posting

TENNESSEE DEPARTMENT OF TREASURY Assistant Treasurer for Legal, Compliance and Audit Services

The Tennessee Department of Treasury is seeking an Assistant Treasurer for Legal, Compliance and Audit Services to direct, and manage the Division's functions and programs of these areas within the Treasury Department.

The Tennessee Treasury Department is the custodian which manages and invests all state government funds and investments and funds of certain other governmental entities with a fair value of approximately 40 Billion Dollars per year. The Department operates a number of programs including the Tennessee Consolidated Retirement System which administers retirement benefits for approximately 200,000 active state, higher education, k-12 teachers and participating local government entities, and approximately 100,000 retirees of those entities. The Treasury Department also includes an Investment Division with 14 Chartered Financial Analysts and other professional staff that manage the \$29 Billion Retirement Fund and other investments. The Treasurer is a Constitutional Officer of the state elected by the Tennessee General Assembly for a two-year term in January of odd numbered years. Information on the Tennessee Department of Treasury functions, including the current Annual Report, may be accessed at www.treasury@tn.gov

The Assistant Treasurer will report directly to the State Treasurer. The Division of Legal, Compliance and Audit is composed of 2 additional Attorneys and 4 Certified Public Accountants. The Assistant Treasurer will direct the legal functions for all Divisions within the Department of Treasury, including the Tennessee Consolidated Retirement System, Investment Division, Cash Management, Claims Administration, Unclaimed Property, Baccalaureate Education System Trust, Accounting and Deferred Compensation Program and other programs administered by the Treasury Department. The Assistant Treasurer will also be expected to personally perform legal services for the Treasury Department.

This position will also provide administrative oversight and management support for the Internal Audit Department which is lead by a Chief Internal Auditor. The work of the division of Internal Audit includes performing audits, risk assessments, investigations, and special projects. Internal Audit will have a dual reporting relationship. The internal audit division will report directly to the Treasurer and respective audit committees for audit related functions and results.

The Assistant Treasurer will also manage the Compliance functions of the Investment Division which include reviewing investment contracts, identification of financial and non-market risks, legal and regulatory compliance, ethics compliance and

coordination of external legal and procurement functions. The Assistant Treasurer will lead initiatives to ensure that staff will interact in a responsible and ethical manner while operating within state and federal statutory, regulatory and policy guidelines.

The Assistant Treasurer will also provide advice and counsel to the State Treasurer on key policy matters affecting the Treasury Department, legal matters, and legislative and regulatory developments affecting the Treasury Department.

Minimum qualifications include graduation from an accredited four-year college or university and a law degree from an American Bar Association accredited law school. An active license to practice law is required, and any successful applicant without a Tennessee Law License will be expected to obtain admission to the Tennessee Bar within a reasonable time of employment. A minimum of five or more years of experience as a practicing attorney is required. Experience in one or more of the fields of governmental representation, finance law, tax law, securities law or other fields related to the work of the Treasury Department is preferred. The successful applicant must demonstrate experience in managing complex legal projects/caseload and personnel and have the ability to evaluate and implement successful case management software; provide leadership to staff through the development of legal and compliance projects, audits, policies and strategies; assign work priorities; establish division goals and possess the ability to handle multiple tasks while meeting deadlines. Applicants must be strong intellectually, impeccably honest, ethical beyond question and possess effective verbal and written communication skills. The successful candidate must also be able to work successfully within a state government environment.

Compensation is commensurate with education and experience, within the range of \$90,000 to \$120,000 annually. Health Insurance, a comprehensive non-contributory defined benefit pension plan (five-year vesting), 401(k) and 457 deferred compensation, paid vacation, sick leave, and other benefits are also provided.

Each applicant should provide an email address for timely communication. Finalists for this position will be expected to agree to, and provide information for, a comprehensive background check, three professional references, and proof of education.

To apply, email your resume and references by February 12, 2010 to:

Tennessee Department of Treasury, Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.