

Accountant IV

Open Through October 2, 2015

\$45,000-55,000 Annual

GENERAL DESCRIPTION

The Supreme Court Accountant will implement and coordinate three federal grants awarded to the Supreme Court of Texas for the improvement of courts that handle cases involving the child protection system, and will perform moderately complex to advanced accounting work. Accountant will ensure the federal grants are executed and monitored according to federal law and program guidelines as well as prepare, budgets, financial statements, records, and reports related to grants. The job also requires knowledge of state purchasing, accounting, and financial rules as well as federal funds accounting, property and equipment control. Works under moderate supervision, with latitude for the use of initiative and independent judgment.

Responsibilities include:

- Implementing federal Court Improvement Project grant in accordance with the directives of the Supreme Court Permanent Judicial Commission for Children, Youth and Families.
- Maintaining existing, and when warranted, developing new grant program guidelines, procedures, policies, rules, and regulations with regard to Court Improvement grants;
- Developing and monitoring a detailed budget for each grant and an overall operating budget for the Children's Commission ensuring fidelity to grant requirements as well as federal and state processes;
- Ensuring expenditures charged against the grants are appropriate and thoroughly documented;
- Assessing the appropriateness of purchases and other costs charged to grants, ensuring they are in accord with state purchasing and procurement as well as federal grant rules;
- Understanding, identifying and designating appropriate federal match contributions;
- Maintaining communication with designated grantor (federal government) and State oversight agencies;
- Assisting pass-through grantees in project administration, budget modifications and final evaluations;

- Preparing internal grant reports as directed by the Executive Director;
- Assisting Supreme Court of Texas Director of Finance in preparation of legislative appropriations requests, and operating budgets;
- Preparing and processing travel reimbursements, and purchase orders for goods and services in accordance with State purchasing and travel regulations;
- Preparing federal grant financial reports in accordance with federal grant guidelines and submitting financial reports in a complete and timely manner
- Preparing and processing journal entries, payments, vouchers, and other accounting documents as needed in Uniform Statewide Accounting System (USAS);
- Auditing accounting and financial documents for accuracy and compliance with state and federal statutes, policies and procedures; initiates corrections as appropriate.

EXAMPLES OF WORK PERFORMED

Utilize a computerized process to review and evaluate grant applications to ensure grant awards are made efficiently, and in accordance with state and federal law and grant program rules and regulations.

Physically maintain all support documentation, reports and summaries associated with each grant application and in accordance with state and federal regulations governing the grants, including collecting and documenting federal match activity.

Train and educate grant recipients and any staff or other personnel on grant regulations using written, oral and electronic presentations.

Prepare all documentation, financial reports and summaries associated with each federal grant, each grant application, and overall budget for the Children's Commission, in accordance with state and federal regulations governing the grants.

Prepare documents for Children's Commission meetings, and other meetings, as needed.

Stay abreast of relevant developments in state and federal government concerning grant policies and requirements, including attending trainings and seminars.

Develop a system to include performance measurement data in grant offerings.

Monitor fiscal and substantive compliance of grantees in accordance with state and federal law.

Maintain procedure to collect overdue materials from grantees and solicit grant evaluation feedback from grant recipients.

Prepare budgets, financial statements, records, and reports to record financial transactions, ensuring accuracy.

GENERAL QUALIFICATION GUIDELINES

Education and Experience

Bachelor of Arts or Science (accounting or finance preferred); Experience with state and federal grant administration, accounting, finance, budget preparation, and performance measurement preferred

Knowledge, Skills, and Abilities

Skills in the use of Microsoft Access and Excel are required; Windows, Word, QuickBooks, and Uniform Statewide Accounting System (USAS) preferred.

Knowledge of accounting, budgetary, and management principles, forecasting, performance measurement programs and reporting.

Ability to analyze fiscal management information to determine appropriate use of funds.

Ability to present solutions, to communicate effectively, and to train others.

Other Skills and Requirements

Highly organized and customer-service oriented. Must be able to follow through and be flexible to changing needs of the position. Must have excellent communication and reporting skills and be able to identify emerging issues. Travel required.

Salary Range

45K – 55K, depending on education and experience.



VETERANS: Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor's Office by pasting this link into your browser:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditIngandFinance.pdf

Email State application and resume to cip-applications@courts.state.tx.us.

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