OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: February 3, 2016

Closing Date: Open Until Filled

Job Listing Identification Number: OCA-212-16-26

State Classification Number/Salary Group: 1020/B21

State Job Title: Accountant V

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Senior Accountant

Location: Austin, Texas

Monthly Salary Range: $4,024.00 - $5,176.00

Type of Job: ☒ Full Time ☐ Part Time

Remarks: Salary commensurate with experience

Travel Required: ☐ Yes ☒ No

Job Description: Performs advanced complex accounting work in the Agency's Finance and Operations Division. Primary duties are to serve as the accountant in the areas of financial reporting, grant reporting, general ledger accounting, reconciliation, accounts receivable/cash receipts, and payment audit. Works under general supervision, with moderate latitude for the use of initiative and independent judgement. Reports to the Deputy Chief Financial Officer.

Essential Job Functions:

- Coordinates completion of the agency's annual financial report in accordance with State, Federal and agency guidelines.
- Coordinates quarterly and annual reporting of Binding Encumbrances and Payables reports.
- Serves as agency grants coordinator for purposes of financial management; prepares agency reports and requests for financial information to staff and outside entities.
- Prepares Child Support Courts Program reimbursement requests to Attorney General's office based upon monthly expenditure activity from the agency accounting system and USAS.
- Maintains general ledger and prepares or assists in the preparation of adjustments to the internal accounting system and/or USAS as needed.
- Reconciles internal accounting records to USAS balances.
- Records receipt of revenue in accordance with State and agency guidelines.
- Processes specialized payments and receivables.
- Audits purchase vouchers prepared by staff to ensure all payments are coded to correct program cost accounts, funds, objects, and other data elements, in accordance with State rules and agency policies and procedures.
- Assists in the development and implementation of departmental policies and procedures.
- Handles or assists with additional accounting projects and reporting requirements as needed.
- Oversees activities of the agency's Travel Advance Account, including bank statement reconciliation.
- May assist with the review of travel voucher payments.

Minimum Qualifications:

- Two years of experience in governmental accounting, financial reporting or related functions.
- Bachelor's degree in accounting, finance or business-related field from an accredited college or university.
- Additional relevant experience may substitute for education on a year-for-year basis.
    - Relevant experience includes full-time work in accounts payable, accounts receivable, financial

reporting, general ledger, and/or grant accounting.

- Knowledge of accounting principles and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle multiple assignments and prioritize to meet deadlines.
- Experience with Microsoft Word and Excel.

Preferred Qualifications:

- Four (4) years of work experience in an accounting, budget, or financial reporting department of a State of Texas agency.
- Ability to perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply accounting theory.
- Knowledge of and experience using MIP, USAS, and TINS.
- Knowledge of and experience using the Centralized Accounting and Payroll/Personnel System (CAPPS), or a similar PeopleSoft accounting application.
- Experience and skill in the preparation of a State agency's AFR. May include AFR entries, schedules, notes, or web applications.
- Experience auditing purchase vouchers and/or travel vouchers for compliance with State laws and guidelines.
- Knowledge of State of Texas regulations, policies and procedures relevant to governmental accounting, financial reporting, or budgeting.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.
36B, 36A, 020, 3541, 3402, 65FX

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Send a completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Tracie Reyher, the Office of Court Administration's Human Resources Specialist, at 512/936-1611.