



BRIAN QUINN  
Chief Justice

PATRICK A. PIRTLE  
Justice

JUDY C. PARKER  
Justice

LAWRENCE M. DOSS  
Justice

## Court of Appeals

Seventh District of Texas  
Potter County Courts Building  
501 S. Fillmore, Suite 2-A  
Amarillo, Texas 79101-2449  
[www.txcourts.gov/7thcoa.aspx](http://www.txcourts.gov/7thcoa.aspx)

BOBBY RAMIREZ  
Clerk

MAILING ADDRESS:  
P. O. Box 9540  
79105-9540

(806) 342-2650

### **JOB VACANCY NOTICE - ACCOUNTANT**

<b>State Job Title:</b>	Accountant III
<b>Salary Range:</b>	\$36,976 to \$58,399 (commensurate with experience)
<b>Target Start Date:</b>	January 3, 2022
<b>Closing Date:</b>	Until Filled
<b>Location:</b>	Amarillo, Texas
<b>Class Code:</b>	1016

The Seventh Court of Appeals of the State of Texas is now accepting applications for the position of Accountant. Applications will be accepted until the position is filled. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

#### **General Job Description**

This position involves a variety of moderately complex to advanced accounting work. Work involves preparing budgets, financial statements, records, and reports; recording and reporting financial transactions; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; processing payroll; preparing tax returns, W-2, and 1099 forms; processing reimbursements for travel and education; ordering supplies and preparing purchase vouchers to be submitted for payment; making appropriate entries into the State accounting systems; and related work as assigned.

#### **General Qualifications**

This position requires an individual who is highly detail-oriented and who can learn and comprehend various tasks involving detailed policies and procedures. Graduation from an accredited four-year college or university with a degree in accounting or finance is preferred, as is four years' experience in accounting-related employment.

Applicants should possess knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations. Experience with State financial and human resources and payroll systems (CAPPS and USAS) is a plus.

## **Examples of Work Performed**

Prepares and/or processes general journal entries; and prepares and/or processes payment, cash, purchase, travel, and related vouchers.

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Classifies, codes, posts, and balances financial and accounting documents and records.

Reviews agency accounting records, such as expenditure, fund, appropriation, expense, and revenue collection records; and ensures that agency assets are accounted for properly.

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Assists in the preparation of financial statements, reports, schedules, and exhibits.

Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.

## **Application Procedures**

To apply, Applicant must mail (1) a cover letter, (2) a resume, (3) the State of Texas Application for Employment form, and (4) two references to the following address:

Bobby Ramirez  
Clerk of the Court  
Seventh Court of Appeals  
P.O. Box 9540  
Amarillo, TX 79105

The State of Texas Application form is available at:  
<https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

Interviews will be by invitation only.

## **Notes**

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 36B, 89A, 36A, 70C, LS, LSS, PS, 310X, 651X, 751X, SK, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 65FX, and 65WX.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

The Seventh Court of Appeals 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. Pursuant to the Americans with Disabilities Act, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court.