

**TWELFTH COURT OF APPEALS
TYLER, TEXAS
JOB OPENING**

Position Available: **Accountant** (Full-time position, 40 hours per week)
Opening Date to Submit Applications: March 1, 2016
Application Deadline: Until Filled

Position Attractions:

Comfortable surroundings enhance an intellectually challenging and stimulating work experience. All staff of the Twelfth Court of Appeals are important members of a judicial team committed to working together to maintain the highest standards of judicial excellence and public service.

General Responsibilities:

Performs a variety of moderately complex to advanced accounting work. Work involves the preparation of financial statements, records and reports; recording and reporting of financial transactions; maintains and reconciles ledgers and accounts; examines accounting transactions to ensure accuracy; corrects financial records and reports as necessary; and makes appropriate entries into the Uniform Statewide Accounting System (USAS) and Uniform Statewide Payroll System (USPS). Performs related work as assigned. Works under the direct supervision of the Clerk of the Court with moderate latitude for the use of initiative and independent judgment.

Qualifications:

Should be knowledgeable in statewide accounting procedures and policies and keep abreast of revisions to current statutes, policies and laws governing the same.

- A working knowledge of accounting procedures with at least 2 years of experience
- Proficient in the use of personal computers, Excel, MS Word and MS Outlook
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision
- Must be able to communicate effectively with all court staff and the public in a friendly and professional manner at all times
- Prior experience with the USAS & USPS of Texas is strongly preferred but is not a requirement
- Must be able to travel to Austin, Texas for training and to attend meetings whenever necessary (Note: Travel involved is only a minimal amount of time away from the office)

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36, 89, 70, 34, 88, 65, 36B, 36A, 89A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 6F, 65WX, 65AX, 65FX. Additional Military Crosswalk information can be accessed at

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

To apply, submit the following items to the Clerk of the Court at the address below (faxed or emailed applications will not be accepted):

- State of Texas Job Application (www.twc.state.tx.us) (completed & signed original)
- Resume with cover letter and list of personal references with contact information

Mail or Deliver To: Pam Estes, Clerk
Twelfth Court of Appeals
1517 W. Front Street, Suite 354
Tyler, Texas 75702

The Twelfth Court of Appeals 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 Pam Estes, Clerk.