



**COURT OF APPEALS
SECOND DISTRICT OF TEXAS**

CHIEF JUSTICE
TERRIE LIVINGSTON

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Accountant III

The Second Court of Appeals in Fort Worth is now accepting applications for an Accountant III (Posting #14-006.) Applications will be accepted until November 3, 2014, or until the position is filled.

This position involves 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; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; and making appropriate entries into the state accounting system. Performs related work as assigned. Must be able to communicate effectively with all court staff and the public in a friendly and professional manner at all times.

Graduation from an accredited four-year college or university with a degree in accounting or finance is preferred. Applicant must be computer literate with proficiency in Windows, Word, Excel, and QuickBooks. Experience with Uniform Statewide Accounting System (USAS) and PeopleSoft is a plus. Applicant must also be extremely detail-oriented.

The State job title is Accountant III with an annual salary starting at a minimum of \$44,000, commensurate with experience and subject to State guidelines. Salary is determined upon education, skills, experience, and the Court's appropriation. 40-hour week, 8-5. State of Texas benefits.

Send resume and State of Texas application to Clerk, Court of Appeals, 401 W. Belknap, Suite 9000, Fort Worth, TX 76196, or fax to 817/884-1932 by November 3, 2013. State of Texas application can be obtained from TWC at www.twc.state.tx.us or the employment section of this court's website at www.2ndcoa.courts.state.tx.us. No phone calls. EOE