



**COURT OF APPEALS
SECOND DISTRICT OF TEXAS**

CHIEF JUSTICE
TERRIE LIVINGSTON

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BILL MEIER
LEE GABRIEL

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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 30, 2014, or until the position is filled.

This position involves a variety of moderately complex to advanced accounting work. Work involves the preparation of budgets, 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; processing payroll; processing reimbursements for travel and education; 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 required. At least two years' experience in accounting-related employment is also required. 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. The position is full-time, with an annual salary of \$50,000, commensurate with experience and subject to State guidelines. Also provided is a competitive State of Texas benefit package including health insurance, dental insurance, and retirement plans.

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 30, 2014. State of Texas application can be obtained from TWC at www.twc.state.tx.us or the careers section of this court's website at <http://www.txcourts.gov/2ndcoa/careers>. No phone calls. EOE