

# THE SUPREME COURT OF TEXAS

## Accountant II

### **General Description**

The Accountant will assist in the administration of federal grant funds and state appropriations for the Children's Commission and Judicial Commission on Mental Health. Performs routine accounting work in accounts payable, purchasing, financial reporting, and travel. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment. Up to 10% travel may be required to attend meetings, conferences, and trainings.

### **Examples of Work Performed**

- Input data into both the Uniform Statewide Accounting System (USAS) and Centralized Accounting and Payroll/Personnel System (CAPPS).
- Receive requisition requests and input required account coding and grant allocation into CAPPS financial system.
- Receive and process invoices for purchases of commodities and services as well as individual scholarships and travel vouchers.
- Maintain travel and purchase credit card accounts completing monthly reconciliations of credit cards to statements for both Commissions.
- Update internal account ledgers in QuickBooks and reconcile ledgers to CAPPS and USAS to ensure accuracy of accounting.
- Performs related work as assigned.

## **GENERAL QUALIFICATIONS GUIDELINES**

### **Experience and Education**

Experience in accounting and financial operations. Graduation from an accredited college or university with coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of generally accepted accounting principles and procedures. Ability to communicate effectively and professionally. Ability to work accurately with numerical detail.

Must have the ability to work and communicate remotely using equipment and supplies provided. Experience using Excel, Word, and Outlook is required, and experience with QuickBooks, USAS and CAPPS is preferred.

Salary Range \$43,000 - \$50,000

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To apply for this position send State of Texas application and résumé by email to:

[Patrick.passmore@txcourts.gov](mailto:Patrick.passmore@txcourts.gov)

