



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** April 16, 2021

**Closing Date:** Until Filled

**Job Listing Identification Number:** 14485544

**State Class. No. and PayGroup:** 1014/B15

**State Job Title:** Accountant II

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Accounting Specialist-Travel

**Location:** Austin, Texas

**Monthly Salary:** \$3,670.00-\$3,940.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 5%  No

#### Job Description:

This position serves as an Accounting Specialist in the Finance and Operations Division of the Office of Court Administration. Primary work involves preparing, processing, and auditing travel vouchers, while ensuring that reimbursements are processed timely and in compliance with applicable rules and regulations. Serves as a Travel Coordinator by making or assisting with travel reservations. Also assists with processing purchase vouchers, reconciliations, corrections, and financial reporting. Reports to the Deputy Chief Financial Officer and works under moderate supervision with limited latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Prepares reviews, and audits travel vouchers and CAPPS expense reports for accuracy and compliance with state and agency rules and regulations.
- Assists agency staff with travel-related questions, voucher preparation, cost comparisons, and making travel arrangements.
- Assists with payment reconciliations, journal voucher entry, gathering data for financial reports, and auditing the work of others.
- Assists with training agency staff on travel policies and procedures.
- Assists with updating accounting procedures related to travel.
- Reviews and confirms encumbrance coding (account, Dept ID, PCA, budget year, project ID) prior to processing payments. Notifies division staff when encumbrances need additional money; and works with purchasing and division staff to troubleshoot invalid, incorrect or missing data.
- Prepares, reviews, and audits purchase vouchers for accuracy and compliance with state and agency rules and regulations.
- Cross-trains and provides back up coverage for other team members in accounting as needed.

- Demonstrates special attention to details.
- Keeps abreast of internal and state rules & regulations pertaining to travel and payment processing.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Associate's degree in accounting, finance, management, or business-related field. Relevant experience over the minimum may substitute for college on a year for year basis.
- Two years full-time experience in accounting or auditing.
- Experience with Microsoft Excel, Word, and Outlook.

**Preferred Qualifications:**

- Three years full-time experience in State of Texas accounting, auditing, or financial operations.
- Experience preparing or auditing State of Texas Travel Vouchers.
- Experience making airfare and/or rental car reservations.
- Experience using the Centralized Accounting, Payroll and Personnel System (CAPPS) Financial module (e.g. accounts payable, budget, travel & expense).
- Experience using the Uniform Statewide Accounting System (USAS).
- Knowledge of state travel rules & regulations.
- Knowledge of state payment processing rules & regulations.
- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Skill in the use of standard office equipment, personal computers, and personal computers software packages.
- Ability to prioritize, plan, organize, and carry out multiple tasks to meet deadlines.
- Ability to work accurately with numerical detail and to analyze, consolidate and interpret accounting data.
- Ability to communicate clearly and effectively, both verbally and written.

**Employment Conditions:**

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

36B, 310X, 31, 3404, 65FX

Additional Military Crosswalk information can be accessed at

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

**To Apply:**

**All applications for employment with the Office of Court Administration must be submitted**

**electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com).** Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in 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 to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.