



JOB POSTING

Posting Date: October 12, 2026

Job ID Number: 106920

State Classification: Accountant III

Functional Title: Travel Accountant

Annual Salary: \$57,600.00 - \$67,000.00

Remarks: Salary commensurate with experience and education.

Closing Date: October 26, 2026

Class Code / Salary Group: 1016/B18

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, Texas

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☐ Yes ☒ No

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our [website](#).

JOB DESCRIPTION:

This position serves as the Travel Accountant in the Finance and Operations Division of the OCA, performing moderately complex (journey-level) accounting work. 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 general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Prepares, reviews, and audits travel reimbursement requests for accuracy and compliance with state and agency rules and regulations.
- Gathers supporting documentation, reconciles and processes multi-vendor vouchers for agency's travel card.
- Assists agency staff with travel-related questions, voucher and/or expense report 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.

- Trains agency staff on travel policies and procedures, including the CAPPS Travel & Expense module.
- Assists with updating accounting procedures and training material related to travel.
- Performs vendor set-ups, maintenance, and direct deposit request in CAPPS & TINS.
- Monitors and maintains the Travel email inbox, assigning correspondence to fellow accountants, downloading documents, and filing completed tasks.
- Cross-trains and provides back-up coverage for other team members in accounting as needed.
- 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 degree or sixty college credit hours from an accredited college or university. May substitute full-time related experience for required education on a year-for-year basis.
- Two years of full-time experience in accounting, auditing, or financial operations.
- Two years of experience in accounting and financial operations.
- Proficient in the use of personal computers, Microsoft Excel, Word, SharePoint and Outlook.

PREFERRED QUALIFICATIONS:

- Graduation from an accredited four-year college with a degree in accounting, finance, business administration, public administration or a related field.
- Two years of 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.
- Experience using the Texas Identification Number System (TINS).

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- 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 examining travel vouchers, receipts, mileage logs, and reimbursement claims for mathematical accuracy, policy compliance, and required supporting documentation.
- Skill in using Microsoft Excel (formulas, data sorting), Word, and specialized PDF conversion/archival

tools.

- 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 provide professional, helpful guidance to internal employees and external stakeholders regarding travel authorizations and expense reimbursement.
- Ability to communicate clearly and effectively, both verbally and written.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and include a resume. Resumes will NOT be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under “Occupational Category” for the respective Class Title.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

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.