



JOB POSTING

Posting Date: October 19, 2026

Job ID Number: 107261

State Classification: Accountant III

Functional Title: Accounts Payable Accountant

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

Remarks: Salary commensurate with experience and education.

Closing Date: November 2, 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 Accounts Payable Accountant in the Finance and Operations Division of the OCA, performing moderately complex (journey-level) accounting work. Primary work involves gathering purchase voucher supporting documentation; reviewing encumbrances for accuracy; processing vendor payments in accordance with applicable rules and regulations; researching and resolving payment discrepancies; and answering payment inquiries. 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:

- Processes purchase vouchers in accordance with federal, state, and agency policies. This includes reviewing encumbrance coding, collecting supporting documentation, performing a three-way match, submitting information in CAPPs, and ensuring payments comply with Federal/State regulations, including Prompt Payment Law, and agency policies.
- Monitors and maintains the Accounting email inbox, assigning correspondence to fellow accountants, downloading documents, and filing completed tasks.
- Maintains accounting logs including logging all incoming financial documents, assigning to processor, and monitoring aging invoices.
- Downloads and distributes daily Comptroller SFTP DAFR report files and voucher print reports.

- Performs vendor set-ups, maintenance, and direct deposit request in CAPPS & TINS.
- Gathers support documentation retrieving grant related documents.
- May review and assist with the clearance of error reports in CAPPS & USAS.
- May assist with auditing payment vouchers of other staff for accuracy and compliance.
- Hand-delivers agency deposits to the Treasury on a rotating schedule.
- Assists with updating accounting procedures and training material.
- 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 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.
- 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 Purchase Vouchers.
- Experience using the Centralized Accounting, Payroll and Personnel System (CAPPS) Financial modules.
- Experience using the Texas Identification Number System (TINS).

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of State of Texas payment processing rules, policies and procedures.
- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Knowledge of processing purchase vouchers, review accounting activities and reports in CAPPS Financial.
- Skill in examining invoices, purchase orders and encumbrances for accuracy, policy, and audit compliance.
- Skill in using Microsoft Excel (formulas, data sorting, pivot tables), Word, and specialized PDF

conversion/archival tools.

- Ability to prioritize, plan, organize, and carry out multiple tasks to meet deadlines.
- Ability to interpret policies and determine appropriate accounting methodology.
- Ability to provide professional, helpful guidance to internal employees and external stakeholders regarding accounting requirements.
- 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.