Position Title: Accountant

State Classification/Title/Salary Group: 1016 / Accountant III / B17; 1018 / Accountant IV / B19

Monthly Salary: $4,000.00 - $6,000.00 / month, plus state benefits

(Salary Commensurate with Experience)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas 78758

Job Requisition #: 00025640

FLSA Status: Exempt

Opening Date: July 31, 2022

Closing Date: August 14, 2022

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields 36B - Financial Management Technician or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

General Description:
The Accountant reports to the Director of Finance and Budget. Primary responsibilities include processing payments, purchases, travel, and related vouchers within the state's universal accounting systems CAPPS and USAS, meeting external agency deadlines and providing required reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:
• Prepares and processes payment, purchase, travel and related vouchers through the Centralized Accounting and Payroll/Personnel System (CAPPS) and reconciling employee travel vouchers.
• Enters documents in the Uniform Statewide Accounting System (USAS).
• Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures, along with state and federal statutes.
• Researches accounting errors and resolves discrepancies.
• Prepares journal vouchers to maintain accuracy of financial records.
• Researches and responds to vendor inquiries about payment status.
• Retrieves, formats, and distributes daily reports.
• Maintains revenue and expenditure voucher records and accurate document logs in Excel templates.
• Assists in maintaining the Texas Identification Number System (TINS)/Supplier ID in CAPPS to add new vendors, update existing vendors, and set up direct deposit account information.
• Assists with processing fee revenue and cash deposits.
• Assists in managing federal agreements between TAHC and USDA.
• Makes routine and complex adjusting entries (JVs, ETVs, and Budget Revisions) required for reconciliation purposes.
• Processes and reconciles agency fee revenue accounts.
• Performs reconciliation and reimbursements of Petty Cash and Travel Advance accounts
• Assists in the auditing of accounting and financial documents for accuracy and compliance with departmental policies and procedures, along with state and federal statutes.
• Assists in the reviewing of agency accounting records, such as expenditure, fund, appropriation, and revenue collection records, to ensure agency assets are accounted for properly.
• Reconciles accounts, bank statements, and other appropriation balances. Researches reconciliation discrepancies and reports findings. Assists in making recommendation for improvements, adaptations, or revisions to the accounting system and accompanying procedures.
• Assists in preparing letters of instruction, manual revisions, and related forms.
• Assists in the preparation of the Annual Financial Report, the agency's Strategic Plan, and the Legislative Appropriations Request.
• Performs other duties as assigned.
Minimum Qualifications:

- Graduation from an accredited four-year college or university with course work in accounting, business administration, finance, or a related field.
- **Accountant III**
  - Three (3) years of general accounting/bookkeeping work required.
- **Accountant IV**
  - Four (4) years of general accounting/bookkeeping work required.

*Education and relevant experience may be substituted for college degree on a year-for-year basis.*

Preferred Qualifications:

- Experience in USAS and TINS preferred.
- Experience in CAPPS Financials preferred.

Knowledge, Skills and Abilities:
Knowledge and experience with MS Office productivity software, particularly Word and Excel; Ability to work efficiently, and in a dependable, organized and productive manner; Ability to work accurately with numerical details in a high volume setting; Ability to analyze financial data and develop Excel spreadsheets and Word documents; Ability to communicate effectively both writing and verbally; Ability to analyze problems, develop, and present alternative solutions; Ability to interpret and apply agency, state, and federal policies and regulations; Ability in managing and completing multiple assignments; Ability to work as a team member in a courteous and effective manner.

**IMPORTANT: The TAHC is an emergency response agency.** This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

**Other:**
Must have a valid Texas driver’s license and safe driving record.

Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety.

**Note:** Must have reliable transportation. Mileage reimbursed at the current allowable rate.

**How to Apply:**
To submit your application for employment, follow the link provided below, then select Apply Online. Create and/or Login to your online applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor’s name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

[https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00025640&tz=GMT-05%3A00&tzname=America%2FCChicago](https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00025640&tz=GMT-05%3A00&tzname=America%2FCChicago)

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**An Equal Opportunity Employer**