



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-63		
Business Title: Accountant	State Classification: Accountant III	
Salary Group: B18	Salary: \$4,166.67 (month) \$50,000.04 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 02/20/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Financial Services		Program: Financial Services

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

GENERAL DESCRIPTION:

Performs routine (journey-level) accounting work. Work involves maintaining, posting, and balancing accounting and financial statements, records, documents, or reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Review, analyze, and evaluate financial data for accuracy. Performs financial analysis and regulatory work. Serves as backup to specialized tasks as needed.

ESSENTIAL DUTIES:

Processes invoices for payment of goods and services in accordance with the state's Prompt Payment Law.

- Performs data entry and query of systems, using accounting systems.
- Prepares and/or processes general journal entries; and prepares and/or processes payments, travel, and related vouchers.
- Monitors and updates Automated Procurement System to ensure invoices are received correctly, approved properly, and paid promptly.
- Provide assistance to internal and external customers.
- Reconcile vendor payment to ensure payments are accurate and in accordance with the state's Prompt Payment Law.
- May serve as back up to specialized tasks as needed.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
- Classifies, codes, posts, and balances accounts payable documents.
- Reviews agency accounting records, such as expenditure; and ensures that agency assets are accounted for properly
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.
- Researches and reconciles discrepancies in accounts and reports findings.
- Assists in the preparation of financial statements, reconciliations, schedules, and exhibits.
- Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.
- May prepare and process payments. Performs related work as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:



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- Experience in accounting and/or financial operations.
- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred.
- Skilled in the use of a computer and applicable software
- Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience processing invoices.
- Knowledge and experience reviewing Accounts Payable.
- Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations.
- Skill in the use of a computer and applicable software. Capacity to learn accounting systems such as CAPPs/Invoice Manager/USAS.
- Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.
- Ability to backup staff for business continuity.
- Ability to work accurately with numerical data.
- Knowledge of GAAP.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3451 Financial Management Resource Analyst, 3402 Finance Officer (Warrant) 6FOX1 Financial Management and Comptroller, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountantAuditingFinance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**



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As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16452798

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