

JOB DESCRIPTION

TITLE: Accountant VI
AGENCY: Credit Union Department -- State of Texas
CLASS NUMBER: 1022
GROUP: B23
REVISED: April 30, 2019
REPORTS TO: Deputy Commissioner

OVERVIEW

Performs advanced and/or supervisory (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analysis and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets. Works under minimal supervision, with a moderate degree of latitude for the use of initiative and independent judgment. May supervise others.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plans, organizes and coordinates the daily operations of the accounting and finance processing for the Department.
2. Oversees the detailed reporting of revenue and expense transactions made by the Department in Uniform Statewide Accounting System (USAS).
3. Prepares the Department's budgets, monthly and annual operating statements, financial statements, vouchers, and payrolls.
4. Reviews and analyzes expenditures and other financial trends on a regular basis to ensure budget limits are not materially exceeded. Documents reason(s) for material budget variances monthly.
5. Compiles data and submits annual financial reports, which includes the Annual Financial Reports and other financial reports in accordance with Department policy, and state reporting requirements.
6. Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment; and the preparation and processing of payrolls.
7. Monitors and reconciles accounting information from USAS and external sources to ensure the integrity of the data reported.
8. Maintains overall quality control of the accounting system and ensures the integrity of system processing and accounting files.

9. Analyzes accounting processing systems and functions. Recommends changes as needed to policies and procedures to ensure the integrity of accounting system processing and accounting records.
10. Responsible for processing travel vouchers in USAS.
11. Ensures sound internal controls are utilized to process financial transactions, including general journal entries, payment of bills including Department credit card charges, miscellaneous purchases, travel, and related vouchers.
12. May consult with information technology staff in the development of systems for financial applications.
13. Provides feedback and works with management to ensure that procurement processes, procedures and internal controls are adequate and compliant with Texas state laws.
14. Oversees/coordinates the ongoing completion/updating and testing of Standard Operating Procedures among office staff, to ensure documented internal processes and procedures are current.
15. Responsible for ensuring that Department's inventory for office (non-SPA related) and examination staff is properly tracked and current.
16. Works with management and procurement as needed to ensure semi-annual HUBS reports are provided timely to the CPA's Office.
17. Responsible for ensuring the timely and accurate completion of the Department's monthly performance measures. Completion of task may be performed by assigned staff.
18. Contributes to team efforts by performing other related work as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Education:

Graduation from an accredited four-year college or university with major coursework in accounting or finance preferred, plus five (5) years progressively responsible experience in accounting, accounting/financial analysis or related area using the Uniform Statewide Accounting System, Centralized Accounting Payroll/Personnel System, or other integrated accounting system. Education and experience may be substituted for one another. Accounting related certifications (i.e. CPA, CGFM, etc.) are preferred.

Knowledge, Skills, and Abilities:

1. Knowledge of financial administration, budget control, and fiscal accounting; and the agency's financial program, governmental accounting, budget control methods, policies, and procedures and laws and regulations pertaining to fiscal operations.
2. Ability to plan, organize, and direct accounting programs; to budget funds; to set up accounting systems; to interpret laws and regulations and to apply accounting theory.
3. Knowledge of government organization and administration. Experience with State of Texas information resources programs, CAPPs HR/Payroll, USAS, USPS and ABEST systems preferred.
4. Excellent verbal and written communication skills. Strong teamwork skills.
5. Above average skills in accounting, analytical reasoning, Microsoft Excel, and associated software applications.