

# Credit Union Department, State of Texas

## JOB ANNOUNCEMENT

**Job Posting Number:** 19-08  
**Job Title:** Accountant VI  
**Opening Date:** April 30, 2019  
**Closing Date:** When the position is filled  
**Annual Salary:** \$55,184 - \$80,000<sup>1</sup>  
**Work Location:** 914 East Anderson Lane, Austin, Texas 78752  
**Work Hours:** 8:00 a.m. – 5:00 p.m. Monday-Friday

## GENERAL DESCRIPTION

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.

## MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following two websites provide useful information and other job opportunities. Military to Civilian Occupation Translator <http://www.careerinfonet.org/moc/> and the Texas Veterans Commission <http://www.tvc.state.tx.us/Helpful-Documents.aspx>. The State Auditor's Office has released new and revised state job descriptions and the Military Crosswalk. Those documents can be viewed on the State Auditors Offices Web site at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>. The State Auditor's Office has also released the related Conversion Manual. That document can be viewed on the State Auditor's Offices Web site at: <http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual>.

## GENERAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and coordinates the daily operations of the accounting and finance processing for the Department.
- Oversees the detailed reporting of revenue and expense transactions made by the Department in Uniform Statewide Accounting System (USAS).
- Prepares the Department's budgets, monthly and annual operating statements, financial statements, vouchers, and payrolls.
- 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.
- 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.

---

<sup>1</sup> Salary is contingent upon experience of selected candidate

## Credit Union Department, State of Texas

- 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.
- Monitors and reconciles accounting information from USAS and external sources to ensure the integrity of the data reported.
- Maintains overall quality control of the accounting system and ensures the integrity of system processing and accounting files.
- 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.
- Responsible for processing travel vouchers in USAS.
- 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.
- May consult with information technology staff in the development of systems for financial applications.
- Consults and works with management to ensure procurement procedures are compliant with Texas state laws.
- Oversees that standard operating procedures for administrative office staff are maintained up to date.
- Responsible for tracking of Department's inventory for office and examination staff.
- Works collaboratively with management and procurement to ensure timely completion and submittal of semi-annual HUB's reports.
- Responsible for ensuring the timely and accurate completion of the Department's monthly performance measures.
- Performs other related work as assigned.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited four-year college or university with major coursework in accounting or finance preferred.
- 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.
- 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.
- 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.
- Knowledge of government organization and administration. Experience with State of Texas information resources programs CAPPs HR/Payroll, USAS, USPS and ABEST systems preferred.
- Excellent verbal and written communication skills.

# Credit Union Department, State of Texas

## PREFERRED QUALIFICATIONS

- Accounting related certifications (i.e. CPA, CGFM, etc.) are preferred.

## OTHER INFORMATION

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within six months a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants may be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Application Requirements:** Applicants must submit a completed State of Texas Employment Application to be considered. Resumes may accompany an application but do not substitute for the application.
- **Additional Work Hours:** The position may require additional work hours including evenings, weekends, and/or holidays to meet deadlines.

The Credit Union Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability. The applicant should contact Human Resources if reasonable accommodation is required during the application process at (512) 837-9236.