

JOB ANNOUNCEMENT

Job Posting Number: 23-02
Job Title: Administrative Assistant III
Opening Date: November 1, 2022
Closing Date: Until Filled
Annual Salary: \$32,000 – \$40,000¹
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Performs senior level technical accounting and general administrative support work. Work involves performing detailed assignments in recording, classifying, examining and verifying financial records, documents or reports. Ensures various accounting and administrative records are accurate and up to date. Responsibilities may also include disseminating information into reports and spreadsheets, maintaining filing systems and general administrative support work. May be required to perform tasks for other job positions on a substitute, or as needed, basis.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans, Reservists or Guardsmen with a Military Occupational Specialty or additional duties that fall in the fields of 36B, 42A, 88N, YN, 360, 0111, 8A200 may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Administrative_Support.pdf

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes financial data; information; and applicable business, financial, and/or regulatory plans.
- Prepares payment, cash, general ledger and related vouchers.
- Ensures compliance with established procedures; requirements, laws, rules; completeness of data; and presence of adequate documentation.
- Processes information by auditing and verifying financial data. May assist with preparation of financial statements and operating reports.
- Assist the Department's Accountant in achieving the departmental duties, as assigned.
- Maintains the annual inventory of examination and office staff.
- Works as receptionist as assigned, by greeting visitors, answering incoming phone calls and placing outgoing telephone calls, as needed.

¹ Commensurate with qualifications and experience.

- Processes mail and deliveries (i.e. purchased items, etc.) in accordance with Department procedures.
- Processes purchase request forms in accordance with Department and state requirements.
- May assist with the processing of complaints received from the public, including credit union members.
- Contributes to team efforts by performing other related work as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.

REQUIREMENTS

Preferred Qualifications:

Experience in office practices and administrative support, and experience with accounting or bookkeeping principles. Graduate from a standard senior high school or equivalent is required, with a two-year associate degree (or higher) preferred. Some college coursework in accounting is a plus. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities:

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting record and automated accounting systems.
2. Sound analytical skills.
3. Strong teamwork skills.
4. Proficient in use of computer, various software and office related equipment.
5. Knowledge of standard office practices and administrative procedures.
6. Ability to maintain accounting and clerical records, prepare various reports from varied sources and make arithmetic computations with speed and accuracy.
7. Ability to accurately perform detailed numerical work, to prepare financial and accounting records, and to communicate effectively.
8. Ability to implement administrative procedures and evaluate their effectiveness, and to interpret rules, policies and procedures.
9. Ability to meet visitors, answer questions on the Department or its functions in person or by phone, and to maintain effective working relationships with other employees.
10. Prior experience with state agency accounting or administrative work is a plus, as is experience with State of Texas information resources programs such as CAPPS Financials and USAS, etc.
11. The successful candidate will be capable of performing efficiently in a fast-paced environment with the ability to multi-task within tight time constraints.

HOW TO APPLY

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to CUDMail@tud.texas.gov; or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

Employment testing is required for candidates selected to be interviewed. If contacted for an interview, candidates will be notified regarding details of the testing procedures.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The 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. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

The Department 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.