



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 23-07		
Business Title: Construction Accountant	State Classification: Accountant III-IV	
Salary Group: B17-B19	Salary: \$3,081-\$5,746 (month) \$36,972-\$68,952 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 09/27/2022	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Financial Services		Program: Budget and Finance

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:

The Construction Accounting team is seeking to add an Accountant to perform complex accounting work to support major ongoing construction projects. Work involves preparing financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; and preparing agency budgets. Additionally, work partially involves preparing, posting, and balancing financial statements, records, documents, and reports. Works under general to limited supervision with latitude for the use of initiative and independent judgment.

The ideal candidate should possess a strong work ethic, analytical skills, the ability to collaborate, adaptability, and a desire to learn and grow skills. TFC promotes a strong work-life balance while driving employees to excel through professional development, a collaborative working environment, and a competitive benefits package.

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas.

This position may be eligible for a hybrid telework schedule after minimal requirements are met.

ESSENTIAL DUTIES:

- Prepares and/or oversees monthly and annual operating statements, financial statements, vouchers, and reports; and approves and signs expense account and purchase vouchers submitted for payment.
- Analyzes cumulative periodic tab runs and status of fund reports on state funds and conducts the continuous reviews and analyses necessary in controlling the expenditure of funds and in developing stable expenditure patterns.
- May oversee the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures; and state and federal statutes.
- Creates and processes expenditure vouchers for construction payments in accordance with contract requirements.
- Record payment information into the internal project management system.
- Creates and processes ITV billing invoices for construction related services to agencies.
- Prepares and enters journal entries and expenditure transfers into USAS and internal accounting systems as needed.
- Identifies and coordinates financial coding for tracking construction projects.
- Provides support to Project Managers and management regarding availability of construction and deferred maintenance funds.
- Assists with the financial management of Capital Budget related appropriations.
- Assists with monthly reconciliation of Capital Budget funds and appropriations.
- Assists with construction-in-progress tracking and capital reporting for the agency's Annual Financial Report.



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- Researches and corrects discrepancies in accounting records.
- Identifies and prepares refunds for project closeouts related to state agencies via the interagency transaction process.
- Provides customer service to internal and external customers.
- Performs related work as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with major course work in accounting, finance, or a business-related field.
- Experience may be substituted for education on a year-for-year basis.

REGISTRATION, CERTIFICATION OR LICENSURE:

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of accounting principles and procedures.
- Working knowledge of Capital Budget policies and procedures.
- Working knowledge of USAS and internal accounting systems.
- Advanced skill in financial analysis.
- Ability to interpret state fiscal policies and procedures as it relates to Accounting and Budget.
- Ability to make sound, ethical judgments under a variety of situations.
- Advanced skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to prepare and maintain detailed records, files, and reports.
- Ability to produce quality and accurate work.
- Ability to handle multiple tasks.
- Ability to meet deadlines.
- Ability to provide exceptional customer service.
- Ability to communicate effectively, both orally and in writing.
- Ability to meet attendance requirements, including working longer than 8 hours in a work day as needed.

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) 6F0X1 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.

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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.

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.

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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: 15586499

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