



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-92		
Business Title: Accountant		State Classification: Accountant IV
Salary Group: B20	Salary: \$4,333.34 (month) \$52,000.08 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/18/2024	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 highly advanced complex accounting work. Work involves preparing the preparation of financial analyses and reports; establishing, maintaining, accounting systems, procedures, and controls; and preparing for fiscal year-end, and annual financial reporting. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES:

- Processes or acts as backup for the monthly main payroll by the Comptroller due date and reviews and assists with the processing of supplemental payrolls.
- Prepares quarterly and annual payroll reporting. Completes and submits the monthly POS reconciliation for review by the 10th day after month end.
- Reviews and enters cash and accounts receivables.
- Serves as agencies payroll officer or backup payroll officer.
- Assists with agency’s Annual Financial Report preparing entries,
- Maintain all confidential files
- Prepares 941
- Processes unemployment quarterly payments
- Process ESP Billings, ITV Deposits, Wire Transfer/ACH, AR Adjustments, ITV Refunds, Cash Deposits, Check deposits, and Credit Card deposits.
- Develops methods for the control of cash receipts, deposits, and disbursements, monthly billings, property returns, and tracking refunds to ledgers.
- Other duties as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of financial administration, fiscal accounting, governmental accounting, budget control methods, policies, and procedures; laws and regulations pertaining to fiscal operations.



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- Skill in use of automated accounting system, Microsoft office and applicable software
- Ability to plan, organize, interpret laws and regulations; to apply accounting theory; to communicate effectively; and to supervise the work of others.
- Knowledge of GAAP
- Working knowledge of USAS, and CAPPs
- Ability to communicate effectively, both orally and in writing
- Ability to work accurately with numerical detail.
- Ability to interpret state and federal rules and regulations as it pertains to the position.
- Ability to work in a dynamic environment, handling multiple tasks while meeting tight deadlines.
- Ability to backup staff as needed for business continuity.

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.

WORK SCHEDULE:

- 8:00 am-5:00 pm
- Must be able to work flexible hours as needed.

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.

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

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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: 16545996

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