



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-32</b>		
<b>Business Title: Cost Accountant</b>		<b>State Classification: Accountant II-V</b>
<b>Salary Group: B16-B22</b>	<b>Salary: \$4,002.00 - \$6,281.00 (month) \$48,024.00 - 75,372.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 11/20/2023</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Financial Services</b>		<b>Program: Financial Services</b>

**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](http://www.WorkInTexas.com).**

**GENERAL DESCRIPTION:**

This position performs advanced cost accounting, and budget support for Texas Facilities Commission (TFC). This position will ensure cost recovery functions are performed that are consistent with the Fiscal department's roles and responsibilities. This includes, but is not limited to data gathering, updating statistics and methodologies as well as implementation and coordination with programs. This position will assist with interagency functions in reconciliations of tenant agency expenditures to monthly billing and collections. Functions also include budget support and special projects related to the Budget department. This position works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL DUTIES:**

- Maintain, modify, and coordinate cost allocation requirements to ensure updates to the agency indirect plan.
- Evaluate and assist cost recovery functions to ensure recovery rates are consistent with budget request and business needs.
- Participate in budget development and preparation.
- Perform and assist Fiscal department requirements as it relates to interagency agreements, budgeting, monthly collection transfers and reconciliation.
- May assist Budget department in the coordination and preparation of special projects.
- Responsible for providing management with forecasting and recommendations.
- Responsible for coordination and documentation of Fiscal Notes.
- Provide support as it relates to fiscal responsibilities with regards to audits.
- Adhere to established work schedule with regular attendance.

**REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)**

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four-year college or university (two years of relevant work experience related to the essential duties may substitute for one year of college).
- Minimum three years' work experience in relation to essential duties.

**PREFERRED EXPERIENCE:**

- Bachelor's degree in Accounting, Business, Management or Public Administration
- Experience with Cost Allocation application practices.
- Experience working with Cost Recovery Programs and rate setting.



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- Experience working with the State of Texas Uniform Statewide Accounting System (USAS).
- Experience working with State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS).

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Accounting and Budgeting processes and procedures.
- Effective verbal and written communication, human relations, and organizational skills.
- Skill in identifying and analyzing resources needed and actions to be taken to ensure support to cost recovery functions are met.
- Skill in prioritizing, identifying, and communicating clearly, to complete multiple projects concurrently within schedule deadlines.
- Skill in operating a personal computer with word processing, database, and spreadsheet software.
- Ability to accurately and efficiently work with large data sets to compile statistical information.
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people.
- Ability to plan, organize and work independently, as well as within a team environment.
- Ability to anticipate needs and risks.

## **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](http://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](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**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
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.

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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: 16302779**

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