

Texas Public Finance Authority



JOB VACANCY NOTICE

Job Posting Number: 066
State Classification Number: 1016
State Classification Title: Accountant III
Salary Group: B17
Salary: \$47,688 - \$58,399 Annually, depending on qualifications
Opening Date: November 16, 2018
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX

GENERAL DESCRIPTION

Performs accounting and work in the issuance, monitoring and management of municipal debt. Performs routine accounts payable function for bond costs of issuance, ongoing program costs and debt service; reconciliations of related expenditures; data entry of accounting documents into accounting systems; and performs procurement related functions for small public finance agency. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs daily reconciliation of accounting transactions in internal and statewide accounting systems.

Performs accounts payable function for debt service, bond costs of issuance, and bond administration costs in accordance with current policies and procedures.

Prepares invoices and correspondence related to outside bond counsel services.

Monitors agency invoices to ensure prompt payment within thirty days.

Prepares debt service related accounting documents.

Prepares statutorily required expenditure reports and monthly reconciliations including but not limited to the agency's travel and postage accounts and HUB expenditures.

Performs data entry of accounting documents into the Uniform Statewide Accounting System (USAS), Micro Information Products (MIP) and/or Centralized Accounting and Payroll/Personnel System (CAPPS).

Performs vendor payment record updates in the Texas Identification System (TINS), Micro Information Products (MIP) and/or Centralized Accounting and Payroll/Personnel System (CAPPS).

Monitors the archival of the agency's accounting records.

Performs procurement activities, posts procurement opportunities on the state's electronic bulletin board, related reporting including contract tracking, and assists in the development of purchasing related policies and procedures.

Prepares data compilation for annual financial, budget and procurement related reports.

Performs other related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from an accredited four-year college or university with major course work in accounting, business, finance or public administration is preferred. Minimum of four years-experience in State of Texas financial administration including accounting, bookkeeping, or purchasing is required.

Knowledge, Skills, and Abilities

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

Ability to work efficiently, independently, and productively to plan and arrange workload to meet schedules and deadlines.

Ability to work accurately with numerical detail and to analyze, consolidate and interpret accounting data in a clear and concise manner.

Skill in the use of personal computers, including the use of spreadsheet software (Excel) is required.

Experience in preparing and processing accounting transactions in USAS, is required.

Experience in preparing and processing accounting transactions in CAPPs, is preferred.

Registration, Certification, or Licensure

Proof of completion or completion of the Basic Texas Purchase Course within 3 months of employment.

IMPORTANT NOTICE TO ALL APPLICANTS: The selected candidate must pass a criminal background check and employment verification through E-Verify. Visit www.dhs.gov/E-Verify to learn more about your rights and responsibilities. Positions requiring a degree and/or licensing require proof of degree, license and/or certification at time of interview. Salary is dependent upon qualifications and is subject to the State's salary administration policies. If you are scheduled for an interview and require a reasonable accommodation, inform the representative calling to schedule your interview to provide sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

HOW TO APPLY: Individuals desiring to apply for this position must complete a State of Texas Application through WorkInTexas.com. Resumes will not be accepted in lieu of State Applications.

Military Crosswalk information for this position may be found at:
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf