

Texas Public Finance Authority



JOB VACANCY NOTICE

Job Posting No.: 065
State Classification No.: 1002
State Classification Title: Accounting Technician II – **INTERN** (see below)
Salary Group: A13
Salary: \$29,439 - \$46,388 Annually, depending on qualifications

Opening Date: March 21, 2018
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX

Temporary Part-Time: 20-40 Hours per Week Through August 31, 2018

University Student with 9 hours of accounting courses completed

Graduate Student with undergraduate degree in accounting, or related major having a minimum of 9 hours of accounting coursework

Salary commensurate with experience; annual salary to be pro-rated on an hourly basis, for less than a 40-hour work week

GENERAL DESCRIPTION

Performs technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances financial accounting documents and records.

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, and accounts payable and receivable.

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Computes, analyzes, prepares, and processes purchase or travel vouchers.

Prepares payment, cash, general journal, and related vouchers.

Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Assists with the preparation of financial statements and operating reports.

Assists with an annual inventory of equipment and supplies.

Assists with tracking invoices to ensure payments are made.

May perform payroll-related activities.

May perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.

May review and analyze vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.

May receive cash, prepare deposit slips, and maintain cash control records.

May assist in monitoring the budget.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four years of experience with accounting or bookkeeping principles. Graduation from a standard senior high school supplemented by college coursework in accounting is required.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Skill in the use of a personal computer and related office equipment.

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, to prepare financial and accounting records, and to communicate effectively.

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.p
df](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)