

TEXAS PUBLIC FINANCE AUTHORITY

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JOB VACANCY NOTICE

Job Posting Number: 080
State Classification Number: 1012 - 1018
State Classification Title: Accountant I - III
Salary Group: B15 – B18
Salary: \$40,000 - \$70,000 Annually, depending on qualifications
Opening Date: 02/24/2025
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX 78701

Texas Public Finance Authority

The Texas Public Finance Authority ("TPFA") is the central bond and financial obligation issuer for the State of Texas. TPFA issues municipal bonds to provide financing to construct office buildings, university dormitories, major equipment purchases, healthcare project grants, unemployment obligations, disaster financing and for a variety of other needs. TPFA typically issues up to \$1 billion in debt annually and manages several billion dollars of outstanding debt obligations. TPFA has a focused mission and the finance and legal work is typically project oriented. TPFA has a small but highly skilled staff who perform progressively complex and challenging work on existing and new projects that require creative analysis.

TPFA's Hiring Objectives

TPFA is seeking an accountant with relevant experience to work under general oversight on TPFA's general ledger. TPFA utilizes the Centralized Accounting and Payroll/Personnel System (CAPPS) for financial and payroll transactions. The ideal candidate will have strong interpersonal skills, a proven ability to learn and research issues independently, have good problem-solving skills and demonstrate strong analytical and system skills. This position may be eligible for a flexible/hybrid work schedule if certain conditions are met; working arrangements may change at any time as business necessitates.

General Description

The open position will perform moderately complex accounting work. Work involves compiling, reviewing, analyzing, and evaluating expenditure data; preparing reports and responding to inquiries; and maintaining accounting documents. Works under supervision with progressive latitude for the use of initiative and independent judgment. This position will support the business functions, with the objective of increasing the efficiency and effectiveness of the agency.

Examples Of Work Performed

Analyzes the daily, weekly, and monthly activities needed to maintain the integrity of agency funds.
Researches and reconciles agency accounting and budget transactions between the Centralized Accounting and Payroll/Personnel System (CAPPS) and the Uniform Statewide Accounting System (USAS).
Prepares financial transactions, including journal vouchers, budget transfers and encumbrance adjustments for entry into USAS or CAPPS.

Assists with the preparation of the agency's Annual Financial Report and Annual Report of Nonfinancial Data and prepares various schedules as needed.

Prepares procedures, special reports, projects, and other related duties as assigned.

General Qualification Guidelines

Minimum Knowledge, Skills, and Abilities

Accountant I: Graduation from an accredited four-year college or university with major coursework in accounting.

Accountant II: Graduation from an accredited four-year college or university with major coursework in accounting. Two years of accounting experience.

Accountant III: Graduation from an accredited four-year college or university with major coursework in accounting. Three years of accounting experience.

Preferred Knowledge, Skills, and Abilities

Experience and knowledge of the State of Texas Uniform Statewide Accounting System (USAS).

Experience and knowledge of the State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS).

Skills in using Microsoft Office programs such as Word, Excel, and Outlook.

Intermediate to advanced computer skills in Excel.

Ability to prepare comprehensive and accurate schedules and reports, and effectively present pertinent data in a clear, concise manner.

Ability to work 8 a.m. to 5 p.m., Monday through Friday.

Ability to work additional hours, as needed.

Work Environment

Frequent use of personal computers, copiers, printers, and telephones.

Frequent standing, walking, sitting, listening, and talking.

Communicates directly with internal and external contacts.

Occasional bending, stooping, and lifting.

For WorkInTexas:

HOW TO APPLY: Applicants must submit a State of Texas application. A resume may be included as part of the application. Military Crosswalk information for this position may be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf