



## **JOB VACANCY NOTICE**

<b>Posting Date:</b>	January 10, 2019	<b>Closing Date:</b>	Until Filled
<b>State Job Title:</b>	Accountant V	<b>FLSA Status:</b>	Non-Exempt
<b>Agency Job Title:</b>	Accountant	<b>Location:</b>	Austin, TX
<b>Salary Range</b>	\$55,000 - \$75,000	<b>Type of Job:</b>	Full Time
<b>Contact Person:</b>	Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		

**Job Description:** See attached description.

There is a vacancy in the Court of Criminal Appeals for the position of Accountant at the Texas Court of Criminal Appeals.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter, resume, and a State employment job application form to the office of Deana Williamson, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

Personal interview will be conducted only upon invitation by the Court.

This organization participates in E-Verify.

**ACCOUNTANT V  
CLASS NO. 1020  
SALARY GROUP B21**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION**

This position involves a variety of moderately complex accounting work. Work involves preparing financial statements, records, documents, and reports; preparation of payroll and leave accounting; recording and reporting of financial transactions; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; and making appropriate entries into the Uniform Statewide Accounting System (USAS) and Centralized Account and Payroll/Personnel System (CAPPS).

**EXAMPLES OF WORK PERFORMED**

Prepares financial statements, reports, and schedules; prepares and audits general journal entries; and prepares and audits payroll, payments, cash, purchases, travel, and related vouchers.

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on payroll, estimates, cost data, and budget items.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

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

Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records, and ensures agency assets are accounted for properly.

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Prepares the Operating Budget, Benefits Proportional by Fund Report, Legislative Appropriation Request, and assists in preparation of the Annual Financial Report.

Completes quarterly FTE reports, 941 reporting, Binding Encumbrance and ABEST reconciliation.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

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. Education and experience may be substituted for one another. Experience in CAPPS preferred, but not required.

### **PREFERRED QUALIFICATIONS**

Three years of Uniform Statewide Accounting System (USAS) and Uniform Statewide Payroll System (USPS) experience. The Court of Criminal Appeals has converted to Centralized Accounting and Payroll/Personnel System (CAPPS) for payroll and financial processing.

*The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. 36B, 89A, 36A, 70C, LS, PS, 310X, 651X, 751X, 420, SK, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3403, 3408, 8844, 6F0X1, 65FX, 65WX, 36, 89, 70, 34, 88, 6F, 65.*

*Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PublicSafety.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PublicSafety.pdf)*