



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: May 17, 2022

Closing Date: Until Filled

Job Listing Identification Number: 15293028

State Class. No. and PayGroup: 1022/B23

State Job Title: Accountant VI

FLSA Status: Exempt Non-Exempt

Agency Job Title: Senior Accountant

Location: Austin, TX

Monthly Salary: \$5,750.00 - \$6,666.67

Type of Job: Full Time Part Time

Remarks: *Salary commensurate with experience.*

Travel Required: Yes No

Job Description:

This position serves as the Senior Accountant in the Finance and Operations Division of the Office of Court Administration. Primary duties involve lead accounting work in the areas of general ledger accounting and financial reporting. This position also assists with coordinating internal controls, grant accounting, payment audit, and serves as a back-up to the Revenue Accountant. Reports to the Deputy Chief Financial Officer and works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Serves as accounting team lead by answering technical and administrative questions related to accounting policy & procedures and accounting systems.
- Audits purchase vouchers prepared by staff to ensure all payments are coded to correct program cost accounts, funds, objects, and other data elements, in accordance with State rules and agency policies and procedures.
- Prepares and submits monthly IV-D Program reimbursement requests to Attorney General's office.
- Maintains general ledger; prepares and enters A/P and G/L bookkeeping entries in CAPPs and USAS when necessary.
- Reconciles CAPPs and USAS balances.
- Performs analysis of agency appropriations.
- Oversees activities of the agency's Travel Advance Account, including bank statement reconciliation.
- Prepares entry to return grant monies received for fringe benefits.
- Prepares benefit set-up for new appropriation years; returns excess at end of fiscal year.

- Oversees, completes, and submits various financial reports in accordance with State, Federal, and agency guidelines; including, but not limited to quarterly/annual Binding Encumbrances and Payables; Annual Financial report; Annual Report of Nonfinancial Data; and 1099 Reporting.
- Audits entries of other accountants (A/P, G/L, A/R, budget, etc.)
- Creates RTI's in USAS.
- Submits Wg's when requested by outside parties.
- Serves as back-up Program Administrator for agency procurement/travel cards.
- Serves as back-up Security Coordinator.
- Serves as back-up accountant for Revenue Accountant tasks.
- Maintains Senior Accountant desk manual.
- Assists with CAPPs implementation and configurations and serves as CAPPs Level 1 Support for Financials.
- Assists in the development and implementation of departmental policies and procedures.
- Handles or assists with additional accounting projects and reporting requirements as needed.
- May assist with the review of travel voucher payments.
- Provides back up assistance to other team members as needed.
- May train others.
- Keeps abreast of all internal and state and federal rules and regulations pertaining to general ledger accounting, grant accounting, and financial reporting.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with course work in accounting, finance, or business; may substitute four years of full-time experience accounting or business experience for required education on a year for year basis.
- Two additional years of governmental accounting, financial reporting or closely related experience.
- Knowledge of accounting principles and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle multiple assignments and prioritize to meet deadlines.
- Experience with Microsoft Excel and Word.
- Ability to work independently with limited supervision.
- Applicants must clearly demonstrate on the application relevant experience and education that would qualify him/her for the job. May be required to periodically work hours greater than 40 hours per week and on weekends.

Preferred Qualifications:

- Graduation from an accredited four-year college with a degree in accounting, finance, business administration, public administration or a related field.
- Four (4) years of work experience in an accounting, budget, or financial reporting department of a State of Texas agency.
- Licensed as a Certified Public Accountant in the State of Texas or endorsed as a Certified Government Financial Manager (CGFM).
- Ability to perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply accounting theory.
- Experience with State of Texas legislative and appropriations processes.

- Knowledge of and experience with State of Texas accounting policies and rules, including GASB and GAAP standards.
- Experience with Texas courts.
- Knowledge of and experience using USAS and TINS.
- Knowledge of and experience using complex automated accounting systems such as the Centralized Accounting and Payroll/Personnel System (CAPPS), or a similar PeopleSoft accounting application.
- Experience and skill in the preparation of a State agency's AFR. May include AFR entries, schedules, notes, or web applications.
- Experience auditing purchase vouchers and/or travel vouchers for compliance with State laws and guidelines.
- Knowledge of State of Texas regulations, policies and procedures relevant to governmental accounting, financial reporting, or budgeting.

Employment Conditions:

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems.

Note:

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, 36A, FIN10, 3451, 3404, 6FoX1

Additional Military Crosswalk information can be accessed at

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

To Apply:

All applications for employment with the Office of Court Administration must be submitted

electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed

during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.