



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Accountant V

Job Code/Salary Group: 1020/B22

Posting #: 16683844

Closing Date: August 2, 2024

Location: Austin, Texas

Salary Range: \$76,000.08 - \$88,702.80

GENERAL JOB DESCRIPTION:

Performs highly complex (senior-level) accounting work for the Fifteenth Courts of Appeals. Work involves assisting with the preparation of financial statements, records, and reports; recording and reporting of financial transactions; help maintain and reconcile ledgers and accounts; examines accounting transactions to ensure accuracy; corrects financial records and reports as necessary; and makes appropriate entries into the Centralized Accounting and Payroll/Personnel System (CAPPS). Assist with human resources, purchasing, and property management in a fast-paced environment as needed. Provides general assistance and support in financial services. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

ESSENTIAL JOB FUNCTIONS:

- Oversees, prepares, and maintains a current analysis of expenditures.
- Assist with numerous state reports on a timely basis for budget, leave management, travel, and benefits.
- Develops and processes purchase vouchers, payments, and reimbursements.
- Processes procurements using the most applicable and cost-effective purchasing methods based on laws, policies, and guidelines.
- Prepares and submits statutorily required reports related to procurements and contracts.
- Maintains retention files for all staff services functions.
- Receives cash, prepares deposit slips, and maintains cash control records, including procurement and vendor discrepancies.
- Prepares, establishes, and maintains accounting controls and records and maintains accounting files and reports.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances, and reports findings.
- May assist with benefits administration as needed.
- May conduct an annual inventory of equipment and property.
- May check and audit timekeeping records for compliance with established standards.
- Establishes and prepares periodic analyses of fund balances and expenditures.
- May prepare special reports on payroll, estimates, cost data, and budget items including TPPD, HUB and Procurement planning.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field. Experience and education may be substituted for one another.
- Three (3) years of experience with accounting procedures.
- Proficient in the use of personal computers, Excel, MS Word and MS Outlook



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PREFERRED QUALIFICATIONS:

- Prior experience with the USAS & CAPPs, and Oracle/PeopleSoft Enterprise software systems is strongly preferred.
- Six (6) years of accounting experience.
- Certified Texas Contract Developer (CTCD).
- Experience with similar staff services functions in Texas State government.
- Highly proficient in use of computers and desktop software applications.
- Experience working as a team member and working with moderate supervision.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of statewide accounting procedures and policies and keep abreast of revisions to current statutes, policies and laws governing the same.
- Ability to obtain the Certified Texas Contract Developer (CTCD) Certification, if needed.
- Ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision.
- Ability to communicate effectively with all court staff and the public in a friendly and professional manner at all times.
- Ability to travel to Austin, Texas for training and to attend meetings whenever necessary (Note: Travel involved is only a minimal amount of time away from the office).

PHYSICAL REQUIREMENTS:

- Ability to move up to 35 lbs. of paperwork/files/supplies
- Repetitive use of a keyboard at a workstation for long periods of time

MILITARY CROSSWALK:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 36B, Financial Management Technician; Navy – LS, Logistics Specialist; Coast Guard – F&S, Finance and Supply (Warrant); Marine Corps – 3451, Financial Management Resource Analyst; Air Force – 6F0X1, Financial Management and Comptroller; Space Force – no military equivalent; or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

E-VERIFY:

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



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TO APPLY:

Submit a **single** complete electronic application consisting of the following in **pdf format**:

1. Resume or curriculum vitae;
2. Electronically-signed **State of Texas Job Application** for employment (www.twc.state.tx.us/jobs/gvjb/stateapp.doc)
3. three references familiar with the applicant's work product and work habits; and
4. cover letter.

Email completed applications to 15thHR@txcourts.gov. You may also email any questions to 15thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Fifteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion 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. For hearing impaired, please contact 1-800-RELAY.