



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 08/20/2024

Job Listing Identification Number: 00044433

State Job Classification: Accountant V

Functional Title: Accountant

Monthly Salary: \$6,250.00 - \$6,700.00

Remarks: This position will serve as the Accountant Texas Business Court Salary. Commensurate with experience and education.

Closing Date: 09/03/2024

State Class. No. and Pay Group: 1020 /B22

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes No

Job Description:

Performs highly complex (senior-level) accounting work for the Office of Court Administration, with major focus on the Business Courts. 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). May carry out accounting functions related to the refund of filing fees, collection of delinquent tax accounts or court fine and fee accounts to bring into compliance with the various property tax or criminal justice system laws, requirements, and regulations. 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 judgment.

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 for the business court.
- May receive cash, prepares deposit slips, and maintains cash control records for the business court.
- Assist in establishing and maintaining a system for reviewing delinquency of tax accounts or court fine and fee accounts.
- Assist the clerk of the court with the management of the business court registry account.
- Prepare, process, and maintain all financial transactions and documents for departmental pertaining to the Registry of the Court.
- Assist during the audit process as it relates to court-ordered investments.
- Assist departmental staff with customers regarding Cash Bonds and Bond Forfeitures.
- Respond to financial inquiries from departmental staff, other county fiscal representatives and public.
- Assist with court registry questions and liaison between the courts and the bank.

- Prepares and sets up 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.
- Establishes and prepares periodic analyses of fund balances and expenditures.
- 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

Preferred Qualifications:

- Five (5) years of experience in an accounting, budget, or financial reporting function of a Texas State agency.
- Prior experience with the Uniform Statewide Accounting System (USAS), Enterprise Justice and CAPPS and/or other Oracle/PeopleSoft Enterprise software systems is strongly preferred.
- Experience with similar staff services functions in a district court and registry accounts.
- Highly proficient in use of computers and desktop software applications.
- Experience working as a team member and working with moderate supervision.
- Licensed as a Certified Public Accountant (CPA) in the State of Texas or endorsed as a Certified Government Financial Manager (CGFM).

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.
- Knowledge of Federal, State, Local, and County applicable laws, rules, regulations, and guidelines
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices
- Skilled in understanding and processing complex information.
- Skilled in the use of office equipment, computer and applicable software.
- 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.

Employment Conditions:

- Regular attendance required.
- Sit for long periods of time.
- Ability to move up to 35 lbs. of paperwork/files/supplies.

- Repetitive use of a keyboard at a workstation for long periods of time.

Note: 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; Marine Corps – 3451, Financial Management Resource Analyst; Air Force – 6FOX1, Financial Management and Comptroller; Space Force – no military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. 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 [CAPPS Careers](#) and can be viewed on 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.