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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** December 9, 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 for Texas Business Courts. Salary commensurate with experience and education.

**Closing Date:** December 23, 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. Primary work involves processing Business Court expenditures in accordance with applicable rules and regulations and fiduciary accounting including monitoring and reconciling. This position is also responsible for auditing purchase vouchers, assists with the preparation of various financial reports and serves as the Alternate Property Manager for the agency. May supervise and audit the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Processes purchase and travel vouchers in accordance with federal, state, and agency policies. This includes reviewing encumbrance coding, collecting supporting documentation, reconciling invoice balances, performing a three-way match, submitting information in CAPPs and/or USAS, and ensuring payments comply with Federal/State regulations, including Prompt Payment Law, and agency policies.
- Audit purchase vouchers prepared by accounting 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.
- Assist the clerk of the court with the management of the business court registry account.
- May receive cash, prepares deposit slips, and maintains cash control records for the business court.
- 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.
- 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.

- Alternate Property Manager responsibilities include auditing monthly CAPPs/SPA/USAS reconciliations and serves as back-up for entering asset receipts, surplus property and telecommunication work orders.
- Keeps abreast of all internal and state and federal rules and regulations pertaining to payment processing, property management, and financial reporting.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- 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 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, Microsoft Excel, Word, SharePoint and Outlook

**Preferred Qualifications:**

- Graduation from an accredited four-year college with a degree in accounting, finance, business administration, public administration or a related field.
- Five (5) years of experience in an accounting, budget, or financial reporting function of a State of Texas agency.
- Prior experience with the Uniform Statewide Accounting System (USAS), Enterprise Justice (formerly Odyssey) and Centralized Accounting and Payroll/Personnel System (CAPPs) and/or other Oracle/PeopleSoft Enterprise software systems is strongly preferred.
- Knowledge of and experience utilizing the Statewide Property Accounting System (SPA).
- 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 limited 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 in 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 perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply accounting theory.
- 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](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](http://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.