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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 12/10/2024

Job Listing Identification Number: 00046883

State Job Classification: Accountant V

Functional Title: Revenue Accountant

Monthly Salary: \$5,800.00 - \$7,000.00

Remarks: This position will serve as the Revenue Accountant. Salary commensurate with experience and education.

Closing Date: 12/24/2024

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:

This position serves as the Revenue Accountant in the Finance and Operations Division of the Office of Court Administration. Primary duties involve revenue and grant accounting. This position also assists with general ledger accounting, financial reporting, and serves as a back-up to the Payroll Officer. 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:

- Responsible for managing all revenue activities and ensuring the accuracy and compliance to state and federal regulations.
- Monitors and reconciles revenues between CAPPs, USAS, and related third-party systems.
- Prepares and submits monthly IV-D Program reimbursement requests to Attorney General's Office in accordance with interagency cooperation contract.
- Prepares and submits grant reimbursement requests in accordance with grant award and state and federal guidelines.
- Prepares revenue and grant related bookkeeping entries in CAPPs & USAS.
- Deposits revenues and third-party expenditure reimbursements in accordance with the Comptroller's 3-day rule.
- Generates, distributes, and tracks invoices on behalf of agency.
- Processes refund requests and prepares cash receipts upon request.
- Assists with analysis of agency appropriations.
- Assists staff with third-party reimbursement requests for travel.
- Serves as back-up for: Payroll Officer by processing monthly and supplemental payrolls in CAPPs; and Time Administrator by maintaining agency leave accounting records.
- Audits the Travel Advance Reconciliation, the Binding Encumbrances & Payables Report (APS 018), and journal entries.
- Responsible for reviewing, monitoring, and submission the Pass-through and Schedule of Expenditures

of Federal Awards (SEFA) sections of the Annual Financial Report.

- May prepare and enter Annual Financial Report entries.
- Prepares and submits CPA Apportionment Voucher.
- Coordinates Completion of Estimated Revenue Schedule.
- Confirms Federal Funds Schedule.
- Maintains Revenue Accountant desk manual.
- May train others.
- Keeps abreast of all internal and state rules and regulations pertaining to revenue accounting, grant accounting, and related-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 in accounting, finance or business-related field.
- 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) and Centralized Accounting and Payroll/Personnel System (CAPPs) and/or other Oracle/PeopleSoft Enterprise software systems is strongly preferred.
- 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

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.