



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

Job Vacancy Notice

Job Title:	Accountant III - IV	Opening Date:	November 9, 2015
Job Salary Group:	B17	Closing Date:	Until Filled
Job Class Number:	1016	Posting Number:	466-2016-004
Number of Positions	1	WorkinTexas.com Number:	2874246
Monthly Salary:	Commensurate w/ Experience	Travel Required:	NA
Work Location:	2601 North Lamar Blvd. Austin, TX 78705	Position Type:	Full-Time
Web Address:	http://occc.texas.gov/jobs/current-employment-opportunities		

Applications Accepted By:

MAIL:

Texas Office of Consumer Credit Commissioner
Human Resources
2601 N. Lamar Blvd
Austin, TX 78705

FAX OR E-MAIL:

(512)936-7610 or Personnel@occc.texas.gov
Attention: Human Resources

You may also create, update and submit your State of Texas application using WorkinTexas.com.

Job Description

Performs moderately complex (journey-level) accounting work specifically in the processing, auditing and reconciliation of travel vouchers, payroll and accounts payable. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Military Occupational Specialty Codes

Army – 36B, 36A, 89A, 70C

Navy – LS, 310X, 651X, 751X

Coast Guard – SK, 420, 020, 30, 31, 32, F&S, FIN10

Marine Corps – 3451, 3402, 3404, 3408, 8844

Air Force – 6FOX1, 65AX, 65FX, 65WX

Additional information on the SAO Military Crosswalk is available here:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

ESSENTIAL JOB FUNCTIONS

- Prepares, audits and reconciles travel vouchers with supporting documentation for travel reimbursement processing; ensures compliance with state and agency travel policy and procedures.
- Prepares, audits, and reconciles invoices, purchase orders and receiving documentation for accounts payable processing; ensures compliance with state and agency policies and procedures.
- Follows through on accounts payable functional processes to ensure timely payment without accruing interest charges.
- Generates, reviews, and reconciles periodic accounting reports for assigned areas of responsibility; resolves discrepancies and exceptions appropriately.
- Processes accounting transactions in support of assigned areas of responsibility to ensure timely and accurate payments and reimbursements.
- Reviews accounting and financial documents for accuracy and compliance with agency policies and procedures and with state statutes.

- Assists in preparation of financial statements, reports, schedules, and exhibits.
- Prepares and assists in monthly status analysis of fund balances and expenditures.
- Classifies, codes, posts, and balances financial and accounting documents and records; prepares or processes general entries.
- Reconciles accounts, bank statements, or appropriation balances and reports findings as appropriate/directed.
- Provides support as required data entry, cash receipts, deposit preparation and cash control records.
- Analyzes agency accounting records, such as expenditure, fund, appropriation, and revenue collection records.
- Provides agency staff with technical knowledge and functional support using comprehensive knowledge of assigned area of responsibilities.
- Communicates with others to provide, exchange, or verify information, address issues or resolve concerns.
- Communicates year-end cutoffs, closing dates, or relevant information relevant to assigned areas of responsibility.
- May examine and audit timekeeping records for compliance with established standards.
- May recommend improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field.
- Two (2) years of experience in accounting and financial operations.

Preferred Qualifications

- Experience in accounting work for a Texas state agency.
- Experience using Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll/Personnel System (USPS), and State Property Accounting System (SPA)
- Experience with State of Texas travel policies and procedures
- Experience in preparing annual financial reports and budgets.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Working knowledge of accounting software.
- Skill in using a personal computer with Microsoft applications to include Access, Excel, and Word.
- Skill in using office equipment such as copiers, printers, and fax machines.
- Ability to interpret complex accounting transactions and apply accounting theory.
- Ability to work accurately with numerical detail.
- Ability to analyze, consolidate, and interpret accounting data.
- Ability to communicate effectively.
- Ability to work effectively and cooperatively with a variety of individuals and groups
- Ability to work under pressure and to meet deadlines.
- Ability to maintain confidential information

GENERAL

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure

statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to personnel@occc.texas.gov; or via WorkinTexas.com. Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered.

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or personnel@occc.texas.gov. If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Completed	10/28/2015 REVISED 2/16/2016
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