



Job Vacancy Notice

Job Title:	Accountant I	Open Date:	September 23, 2016		
Salary Group/Class No:	1012/B14	Close Date:	Until Filled		
Current Status:	Open – New Posting	Posting Number:	466-2017-002		
Number of Positions:	1	WorkinTexas.com Number:	2952210		
Monthly Salary:	Commensurate w/ Experience	Part-Time:	No		
Work Location:	2601 North Lamar Blvd. Austin, TX 78705	Position Type:	External		
Travel Required:	NA	FLSA Eligible:	Exempt		
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			
Job Description					
Performs entry-level accounting work specifically in the processing, auditing, and reconciliation of travel vouchers. Works under close supervision, with minimal supervision, with minimal latitude for the use of initiative and independent judgement.					
<u>MILITARY OCCUPATIONAL SPECIALTY CODES</u>					
Military Occupational Specialist codes that may be applicable to this position: 36B, 36A, 89A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6FOX1, 65AX, 65FX, 65WX.					
Additional information on the SAO Military Crosswalk is available here: http://www.onetonline.org/crosswalk/MOC/					
ESSENTIAL JOB FUNCTIONS					
<ul style="list-style-type: none"> • Prepares, audits, and reconciles travel vouchers with supporting documentation for travel reimbursement processing; ensures compliance with state and agency travel policy and procedures. • 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. • Assist in preparation of financial statements, reports, schedules, and exhibits. • Classifies, codes, posts, and balances financial and accounting documents and records; prepares or processes general entries. 					

- Reconciles accounts, bank statements, or appropriations balances and reports findings as appropriated/directed.
- Provides support as required data entry, accounts payable, cash receipt, deposit preparation and cash control records.
- Analyze 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 areas of responsibility,
- Communicate with others to provide with others to provide, exchange, or verify information addresses issues or resolves concerns.
- Communicates year-end cut-offs, closing dates, or relevant information to assigned areas of responsibility.
- Performs related work as assigned

MINIMUM QUALIFICATIONS

Graduation from accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

Preferred Qualifications

- Experience in accounting work for a Texas state agency
- Experience with State of Texas travel policies and procedures

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 work accurate with numerical detail.
- Ability to analyze, consolidates, and interprets 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, 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; or via fax to 512.936.7610. Applications MUST include a complete work history. Applications may be downloaded from www.occ.texas.gov. Résumés submitted without a State of Texas application will not be considered.

To request physical accommodation, contact Human Resources at 512.936.7666, for driving directions click here <http://occ.texas.gov/map-and-driving-directions>.

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	09/20/2016
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