

# Texas Historical Commission

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## FLSA / Functional Job Description

<b>Position Title:</b>	Staff Accountant
<b>Classification Title:</b>	Accountant II
<b>Job Posting Number:</b>	20-18
<b>Salary:</b>	\$2,748.00-\$3,600.00/month
<b>FLSA:</b>	Exempt
<b>Salary Group/Class #:</b>	B15/1014
<b>Opening Date:</b>	12/23/2019
<b>Closing Date:</b>	Until Filled
<b>Hours/Week:</b>	40
<b>Duration:</b>	Regular, Full-time
<b>Work Location Address:</b>	1700 North Congress, Austin, Texas (Stephen F. Austin Building)

**JOB OBJECTIVE:** Perform routine (journey-level) accounting work. Work involves maintaining, posting, and balancing accounting and financial statements, records, documents, or reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Maintain and balance financial statements, reports, schedules, and exhibits; processes general journal entries; and processes payment, cash, purchase, travel, and related vouchers.
2. Audis accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
3. Classify, code, post, and balance financial and accounting documents and records.
4. Receive cash, prepare deposit slips, and maintain cash control records.
5. Research and reconcile discrepancies in accounts, bank statements, or appropriation balances; and reports findings.
6. Review agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records, and ensure agency assets are accounted for properly.
7. Receive and assign invoices to accounting staff to process for payment.
8. Assist with receiving and processing mail for distribution to agency divisions.
9. Adhere to established work schedule with regular attendance.
10. Follow all THC safety guidelines/procedures and ethics requirements.

### NON-ESSENTIAL DUTIES:

11. Perform other duties as assigned.

### QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (one year of work experience related to the essential duties may substitute for one year of college);
- Minimum two year's work experience in accounting at a governmental agency;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Experience in the Centralized Accounting and Payroll/Personnel System (CAPPS);
- Experience in the Uniform Statewide Accounting System (USAS).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively;
- Skill in operating a personal computer with word processing, access databases and excel spreadsheet software;
- Ability to provide excellent customer service to both internal and external customers;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to work successfully in a dynamic, multi-tasking environment;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to work effectively under pressure and meet deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

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.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC 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.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**