

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Historic Sites Accountant
<b>Classification Title:</b>	Accountant IV
<b>Job Posting Number:</b>	22-74
<b>Salary:</b>	\$3,520.33-\$4,500.00/Monthly
<b>Salary Group/Class#:</b>	B19/1018
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	07/27/2022
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	1700 North Congress, Austin, Texas (Stephen F. Austin Building)

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

### ESSENTIAL DUTIES:

1. Oversee the TexNet and credit card administration. Utilize and review the QuickBooks Point of Sale system for balancing revenues.
2. Prepare journal vouchers to resolve any discrepancies. Audit the revenues on a monthly basis to USAS and CAPPs.
3. Work with the Comptroller's Office to setup new site bank accounts and accounting structure. This requires requesting equipment and collaborating with the Comptroller's Office to insure proper coding.
4. Prepare the monthly Sales and Hotel Occupancy Tax backup for each site. Report tax liability and hotel contract information to the State Comptroller via Online reporting software. Email information to the Comptroller and prepare journal vouchers to transfer tax payments to state comptroller. Process payments for local occupancy taxes for Landmark Inn SHS.
5. Serve as the Revenue Accountant for the Historic Site QuickBooks Point of Sale system. Provide support to site personnel in order to resolve revenue issues related to Point-of-Sale transactions.
6. Serve as the Property Manager for the agency to include surplus property, acquisition of property, maintenance of property records. Coordinate the annual physical inventory and verify completion in a timely manner.
7. Certify annual physical inventory. Coordinate surplus property transactions.
8. Prepare State Real Property and Land Utilization report for the General Land Office.
9. Process journal vouchers for credit card receipts for THC divisions.
10. May assist in the entry of data in the Fleet Maintenance System and verifies accuracy.
11. Assist with SPA/USAS annual reconciliation.
12. Use a variety of software applications including CAPPs, USAS, Excel, Word, and QuickBooks Point of Sale.
13. Perform related work as assigned.
14. May train and mentor others.
15. Adhere to established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

17. 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 with major course work in accounting, banking, finance (one year of relevant work experience related to the essential duties may substitute for one year of college);
- Minimum three years' work experience in accounting and financial operations;
- 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:**

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance; and/or
- Work experience in using Centralized Accounting and Payroll/Personnel System (CAPPS), Uniform Statewide Accounting System (USAS)' QuickBooks Point of Sale, or other accounting software.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective verbal and written communication, human relations, and organizational skills;
- Knowledge of accounting principles and procedures, of budget controls, and of purchasing methods and procedures;
- Knowledge of fiscal programs; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations.
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to perform complex accounting transactions and interpret laws and regulations;
- Ability to interpret and apply accounting theory, to communicate effectively and train others;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to research, analyze and solve data entry problems;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- 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.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the [CAPPS website](#). 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:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://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**