

Texas Historical Commission

Job Vacancy Notice

Position Title: Chief Accountant of Accounts Payable
Classification Title: Accountant VI
Job Posting Number: 24-9R
Salary: \$6,800.00-\$7,500.00/Month
FLSA: Exempt
Salary Group/Class #: B24/1022
Opening Date: 10/24/2023
Closing Date: Until Filled
Hours/Week: 40
Duration: Regular, Full-time
Work Location Address: 1700 North Congress, Austin, Texas 78701

JOB OBJECTIVE: Perform highly complex (senior-level) accounting work. Work involves preparing and/or overseeing the preparations of financial analyses and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and ensuring that THC-required payments are processed and paid timely. Supervise the work of others. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Serve as the Team Lead for the Accounts Payable staff that processes procurement card vouchers, interagency transaction vouchers, and purchase vouchers—review and release documents for payment.
2. As a lead, monitor staff work to ensure a balanced workload, coach staff as necessary, manage time and leave, and collaborate with the Chief Financial Officer (CFO) on annual performance evaluations.
3. Review workflows and accounts payable processes to identify opportunities to streamline and gain efficiencies and make recommendations to the CFO.
4. Communicate often with staff from various agencies. These include the Comptroller of Public Accounts and the Texas Public Finance Authority. Interacts well with THC staff, other government agency staff, and the public.
5. Assist the Accounting and Finance Officer with the Annual Financial Report, including the SPA/USAS/CAPPS reconciliation, CANSS – Capital Asset Note Submission System, GASB Surveys, Exhibits, and the Non-Financial Report. Review notes, prepare updates as needed, and request DAFR reports in USAS.
6. Review and report monthly bond fund expenditures to the Texas Public Finance Authority and the Historic Sites Division Director on bond projects.
7. Develop or access accounts payable reports and report monthly, quarterly, and annual financial trends related to A/P to THC leadership.
8. Responsible for monitoring the Varner-Hogg Plantation SHS stocks during cash, election/transfer, or deposit of stock dividends. And responsible for transferring interest earned on the Varner-Hogg Endowment Fund in the State treasury.
9. Responsible for monitoring encumbrances for the agency, working with appropriate staff to cancel outstanding balances, and with Procurement and Contract Services to cancel POs as necessary.
10. Oversee the efforts of staff to complete the Capital Expenditure Master Plan for the Higher Education Coordinating Board, SORM 200 report, and TFC Space Assessment report.
11. Serve as a back-up Security Coordinator for the Agency. As needed, assist with level-one support for troubleshooting and coordinating issues between CPA and THC technology staff.
12. Oversee staff who prepare and perform monthly reconciliations in the Asset Management CAPPS module.
13. Prepare and perform monthly reconciliations between USAS and CAPPS for expenditures and revenues.
14. Assist with preparing the THC Legislative Appropriations Request and responding to legislative inquiries, as needed.
15. Adhere to an 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 coursework in accounting, banking, finance, or a related field is generally preferred.
- Minimum five years of progressive full-time experience in state agency accounting;
- Minimum of two years of lead or supervisory experience;
- Experience with Annual Financial Report (AFR) preparation;
- Experience with Centralized Accounting Payroll/Personnel System (Financials);
- Experience with Uniform Statewide Accounting System (USAS)
- 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:

- Master's degree in Accounting, Banking, Finance, or a closely related field; and/or
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fiscal programs, governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to financial operations.
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- 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 promote teamwork and motivate others to accomplish goals;
- Ability to construct and deliver clear, concise, and professional presentations to a variety of audiences and/or individuals;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information logically and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- 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 to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and, driving for long distances, and traveling by airplane. **Telework policy permits up to three days per week of remote work.**

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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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

Veterans: Go to 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**