

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Accountant VI
Functional Title:
Job Posting: 16111
Monthly Salary: \$4598.66 - \$5541.86
Salary Group: B23
Posting Date: 01/05/2016
Close Date: 01/20/2016
Section/Division: Financial Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2234

Job Description:

Leads and oversees assignments and/or projects for the staff in the Contracts Payable team of the Financial Administration Division of the Texas Commission on Environmental Quality (TCEQ). Monitors daily Payment and Encumbrances Approval Queues; assigns, distributes and oversees the work of accountants; leads, instructs, and guides staff; and assists with the hiring process and staff development activities, and provides input into performance management decisions. Analyzes reviews, reconciles and conducts audits of the Budget, Accounting, & Management System (BAMS) financial transactions for post payment audits and their underlying procurement and financial documents. Assists staff and program areas with technical and/ or processing issues; oversees and/or participates in the preparation of financial documents; and serves as a liaison with State Comptroller's Office, State Auditor's Office, and agency program areas. Oversees and monitors the daily review of the nightly encumbrance, expenditure transfer vouchers (ETVs) and payment uploads and batches; releases and monitors batches; prepares and analyzes daily reports to identify errors, and reconcile and initiate corrections in the Comptroller's Uniform Statewide Accounting System (USAS) or BAMS. Represents and serve as a technical lead on system development projects; and ensures that current systems are adequately maintained and updated, and that training is provided to the targeted audience. Interprets rules, regulations, polices, and procedures regarding purchasing, encumbrance, and payment to vendors. Participates in the development of agency policies and procedures to maintain internal controls and adherence to Comptroller's rules and State statutes.

Military Occupational Specialty (MOS) Codes: 1005, 89A, 30, 32, 3451, and 6FoX1

Minimum Qualifications:

A bachelor's degree with a major in accounting, finance, economics, business, or public administration from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four years of experience where the majority of time was spent in accounting, auditing, or budgeting.

A graduate degree in accounting, finance, economics, business, or public administration (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of the required experience.

OR Twelve semester hours in accounting, finance, or economics from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus five years of experience where the majority of time was spent in accounting, auditing, or budgeting.

OR Six semester hours in accounting, finance, or economics from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus six years of experience where the majority of time was spent in accounting, auditing, or budgeting.

OR Seven years of experience where the majority of time was spent in accounting, auditing, or budgeting.

OR Certification as a public accountant (CPA), plus two years of experience where the majority of time was spent in accounting, auditing, or budgeting.

Special Requirements:

Moving up to 20 pounds of paper/boxes.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer