

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
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State Title: Accountant II
Functional Title:
Job Posting: 16150
Monthly Salary: \$2805.00
Salary Group: B15
Posting Date: 02/01/2016
Close Date: 02/16/2016
Section/Division: Financial Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0973

Job Description:

Performs routine accounting work related to encumbering, and processing payments and Expenditure Transfer Vouchers for the Financial Administration Division of the Texas Commission on Environmental Quality (TCEQ). Performs routine accounting work to review / audit and process encumbrance and payment transactions related to underlying procurement & financial documents.

Reviews/ audits and processes Expenditures Transfer Vouchers. Conveys rules, regulations, policies, and procedures regarding purchasing, encumbrance, and payment to vendors. Provides input with formulating 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 6F0X1

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).

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

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

OR Certification as a public accountant (CPA).

Preferred Requirements:

Experience in accounting work auditing, analyzing, reconciling and processing encumbrance, payment and/or financial transactions.

Experience using an automated and integrated Financial Accounting System.

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