

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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State Title: Accountant III
Functional Title:
Job Posting: 16228
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/13/2016
Close Date: 04/28/2016
Section/Division: Financial Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1084

Job Description:

Provides timekeeping services, support, and guidance for staff of the Texas Commission on Environmental Quality (TCEQ). Serves as the agency's subject matter expert/consultant to the programs on timekeeping laws, procedures, and related matters, which includes the proper coding of financial data and transactions for entry into the agency's automated timekeeping system.

Reviews, reconciles, audits, and maintains time and leave records. Corrects data entry errors as needed. Prepares and provides overtime, lump sum, and leave without pay data to payroll staff for payment processing. Audits and reviews the agency timekeeping system (ETS) and recommends enhancements as necessary. Generates time and labor reports, reconciles discrepancies, and certifies data for labor distribution. Generates ad hoc reports for management upon request. Assists in preparing the compensable leave liability reports for the Annual Financial Report (AFR).

Conducts training and presentations as needed. Reviews, establishes, and maintains security, and ensures enforcement of ETS policy and procedures. Assists in updating internal procedural manuals.

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 one year 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 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 two 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, plus three years of experience where the majority of time was spent in accounting, auditing, or budgeting.

OR Four 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 working with automated Timekeeping system, State of Texas Government, Governmental Entity or Private Industry.

Experience working on an accounting system, Uniform Statewide Payroll/Personnel System (USPS), another government accounting system or a private industry accounting system.

Special Requirements:

Moving up to 20 pounds of paper.

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