

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: Accountant IV
Functional Title:
Job Posting: 16257
Monthly Salary: \$3520.33
Salary Group: B19
Posting Date: 05/11/2016
Close Date: 05/25/2016
Section/Division: Financial Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1943

Job Description:

Performs complex professional accounting work related to encumbering, processing payments and Expenditure Transfer Vouchers for the Texas Commission on Environmental Quality (TCEQ). Reviews, analyzes, audits, reconciles and processes encumbrance and payment transactions and their underlying procurement & financial documents. Provides technical assistance to the programs regarding complex matters related to the reviewing, auditing, and processing of Expenditures Transfer vouchers. Evaluates and audits financial reports, including monitoring and analyzing reports related to encumbrance liquidation. Interprets rules, regulations, policies, and procedures regarding purchasing, encumbrance, and payment to vendors. Provide feedback to 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 two 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 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 three 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 four years of experience where the majority of time was spent in accounting, auditing, or budgeting.

OR Five 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 reviewing, analyzing, auditing, reconciling and processing encumbrance, payment and/or financial transactions.

State of Texas Government, Another Governmental Entity, Private Industry.

Experience using an automated and integrated Financial Accounting System.

State of Texas Government (USAS /CAPPS)

Another Governmental Entity, or Private Industry.

Experience interpreting rules, regulations, polices, and procedures regarding purchasing, encumbrance, and payment to vendors.

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 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