

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Accountant V  
**Functional Title:**  
**Job Posting:** 16296  
Monthly Salary: \$4023.16 - \$4588.88  
Salary Group: B21  
Posting Date: 06/28/2016  
Close Date: 07/13/2016  
Section/Division: Revenue Operations Section/ Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1550

### **Job Description:**

Completes accounting and collection activities related to assessed fees and penalties for the Texas Commission on Environmental Quality (TCEQ); and coordinates assignments and/or projects for the TCEQ Accounts Receivable team. Assigns, distributes, and oversees the work of the Accounts Receivable team to ensure Revenue Management Handbook and Comptroller requirements are met. Coordinates the collection of past due fee accounts and administrative penalties. Assists with the hiring process and staff development activities; provides input into performance management decisions. Maintains billing and customer accounts for the assessment of administrative penalties. Provides customer service, which includes responding to financial inquiries from internal and external customers. Provides training on collection processes and functions to TCEQ collection and Litigation staff, AG collection staff, and collection agency representatives.

### **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), plus three 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 four 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 five years of experience where the majority of time was spent in accounting, auditing, or budgeting.

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

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

### **Preferred Requirements:**

Experience classifying, coding, and/or entering revenue transactions into an accounts receivable system.

Experience working with collections processes.

A degree in Finance, Economics, Accounting, Banking, Business or Public Administration.

**Special Requirements:**

Moving up to 10 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 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