

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 II
Functional Title:
Job Posting: 16319
Monthly Salary: \$2805.00
Salary Group: B15
Posting Date: 07/14/2016
Close Date: 07/28/2016
Section/Division: Financial Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2235

Job Description:

Completes payroll accounting functions for the Texas Commission on Environmental Quality (TCEQ). Calculates pay for employees on leave without pay, extended sick leave, and sick pool; processes payroll cancellations such as direct deposit and employee warrants; audits payroll, timekeeping, and special pay records; and calculates net pay and salary paybacks. Verifies prior state service and year-to-date payroll information for interagency transfers and/or new employees with prior State of Texas service; calculates total state service years and longevity amounts; and enters verified information into Uniform Statewide Payroll/Personnel System (USPS). Monitors dual employment reports and coordinates state-paid benefits, ensuring state maximums are not exceeded. Assists in the receipt of Personnel Actions from the On-Line Personnel Action System (OPAS), and distributes to the appropriate Payroll staff. Updates verified state service information, and coordinates leave adjustments with the Time and Attendance staff. Assists in the distribution of earning statements to central and regional offices, and with the filing of payroll documents and other related reports. Assists in updating internal, external, and desk procedure manuals regarding payroll, and makes recommendations for improvements to payroll processes. Participates in agency presentations to Administrative Services Coordinators (ASC's), and responds to customer inquiries regarding payroll issues.

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).

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 working with the Uniform Statewide Payroll/Personnel System (USPS) or Uniform Statewide Accounting System.

Experience in payroll processing with a state agency or private sector.

Special Requirements:

Moving up to 10 pounds of paper.

Traveling up to 5% of the time.

Using inserter/folding equipment as required for special assignments.

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