

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: **Accountant I**

Functional Title:

Job Posting: **16367**

Monthly Salary: \$2595.33 - \$2955.83

Salary Group: B14

Posting Date: 08/25/2016

Close Date: 09/09/2016

Section/Division: Revenue Operations Section/ Financial Administration Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0787

Job Description:

Provides cashier support for the Texas Commission on Environmental Quality (TCEQ), specializing in revenue processing for the Cash Accounting team. Enters revenue receipt transactions into the accounts receivable system. Reviews and identifies proper fee classifications and coding for revenue receipts, and posts to appropriate account. Proofs, sorts, endorse, and batches incoming checks; enters into the accounts receivable system or returns to customer, if necessary. Audits and distributes accounting receipts, reports, and incoming mail. Makes photocopies of incoming revenue, with sequential endorsement receipt tracking numbers. Prepares deposits in accordance with federal and state rules and agency policies and procedures, and enters deposit transactions to appropriate spreadsheets and logs. Provides backup assistance with the internal auditing of posted transactions, and in training of new employees.

Military Occupational Specialty (MOS) Codes:

36B, 36A, 70C, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6FoX1, 65AX, 65FX, and 65WX

Minimum Qualifications:

A bachelor's degree in business, economics, public administration, or a related field from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Eighteen Semester hours in accounting, finance or economics 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 six months 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 one year of experience where the majority of time was spent in accounting, auditing, or budgeting.

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

Experience using a 10-key.

Special Requirements:

Moving up to 15 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