

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto: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](http://www.tceq.texas.gov)

**State Title:** Accountant II  
**Functional Title:**  
**Job Posting:** 17021  
Monthly Salary: \$2805.00 - \$3001.35  
Salary Group: B15  
Posting Date: 09/21/2016  
Close Date: 10/05/2016  
Section/Division: Revenue Operations Section/ Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 8308

### **Job Description:**

Provides routine accounting support for agency fee programs of the Texas Commission on Environmental Quality (TCEQ). Coordinates fee billings with program divisions; and maintains customer accounts, including posting invoices, posting payments to invoices, entering journal vouchers on accounts, balancing accounts, and maintaining customers master records, ensuring the accuracy of assigned fee programs. Reviews/prepares correspondence, and responds to telephone inquiries regarding fee billings. Coordinates accounts receivable (AR) refunds; and provides assistance to lead fee coordinator for special projects. Maintains records and supporting documents of financial transactions affecting agency revenue. Prepares correspondence and reports detailing accounts in dispute, past due accounts, uncollectible accounts, etc. Prepares special exhibits or schedules, and assists in completing special projects.

### **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 BASIS2 or other Accounts Receivable System.

Experience in reconciling accounts and preparing accounting adjustments to correct errors.

Experience with accounts receivable billing process.

### **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