

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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

**State Title:** Accountant VI  
**Functional Title:**  
**Job Posting:** 17029  
Monthly Salary: \$4598.66 - \$5335.28  
Salary Group: B23  
Posting Date: 09/30/2016  
Close Date: 10/14/2016  
Section/Division: Financial Operations Section/ Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0504

### **Job Description:**

Leads and provides guidance and expertise on payroll processing travel coordination/voucher payments and timekeeping for the Texas Commission on Environmental Quality (TCEQ). Serves as a technical lead to management on fiscal matters and work status relating to payroll processing, travel and employee leave. Acts as the liaison for the section to the State Comptroller and State Auditor on fiscal and payroll, travel and employee leave related issues. Plans, assigns, audits, troubleshoots, organizes, and oversees activities of staff for payroll processing, travel coordination/voucher payments and timekeeping to include utilizing the Uniform Statewide Payroll/Personnel System (USPS); working in the developing of other payroll related interfaces in completing the payroll process; utilizing the Uniform Statewide Accounting System (USAS) and the Budgeting, Accounting, and Monitoring System (BAMS) and the agency timekeeping system (ETS/CAPPS). Prepares and audits state and federal reports, which includes quarterly wage and tax reports to the Internal Revenue Service (IRS), wage reports to Texas Workforce Commission (TWC), and monthly reports to Employee Retirement System (ERS) for retirement, TexFlex contributions, and insurance. Interprets, resolves, responds, and/or communicates complex problems or questions relating to agency, state and federal procedures, rules and regulations to internal and external persons, which includes drafting and editing the ASC manual and conducting the training to agency personnel (which includes ASCs) on policies and procedures, to include auditing, drafting, and editing the Comptroller's Accounting Policy Statements related to payroll, travel and employee leave. Communicates effectively with agency staff and the Comptroller's office regarding the interpretation of State of Texas and TCEQ policies and procedures related to payroll, timekeeping and travel to ensure agency compliance with state laws, policies, and procedures by the State Legislature and Comptroller of Public Accounts. Establishes, implements, and maintains controls to assure payroll duties and functions are adequately segregated between data entry of payroll processing, auditing and submitting of payrolls to the Comptroller's office. Serves as group lead for payroll, timekeeping, and travel in the absence of the team leader. Assists in hiring and training all payroll, timekeeping, and travel staff and serves as back-up on an as-needed basis for payroll, timekeeping, and travel. Represents and serves as technical lead on system development projects and ensures that current systems are adequately maintained and updated as needed.

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

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

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

**Preferred Requirements:**

Experience in preparing and processing employee payroll, including financial analysis and/or reconciling employee payroll records or accounts: State of Texas Government Another Governmental Entity or Private Industry.

Experience using a payroll/accounting system: Uniform Statewide Payroll/Personnel System (USPS)

Uniform Statewide Accounting System (USAS), Another government accounting system or a private industry accounting system.

Experience processing travel and leave accounting reports: Budgeting, Accounting, and Monitoring System (BAMS), Timekeeping System (ETS/CAPPS), Another government travel or leave accounting system or a private industry travel or leave accounting system.

Experience as a team or group lead.

**Special Requirements:**

Moving up to 20 pounds of paper.

Traveling up to 15% 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