

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Accountant II
Functional Title:
Job Posting: L20364 (Re-Opened)
Monthly Salary: \$2805.00
Salary Group: B15
Posting Date: 11/20/2020
Close Date: 12/09/2020
Division: Financial Administration
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 51595

Applicants who previously applied will still be considered and do not have to re-apply

Job Description:

Provides routine accounting support for agency fee programs of the Texas Commission on Environmental Quality (TCEQ). Coordinates fee billings with program divisions; maintains customer accounts including entering journal vouchers on accounts; balances accounts and maintains customers master records to ensure correct information for assigned fee programs. Responds to telephone inquiries regarding fee billings and self-reporting fees; prepares correspondence and reports detailing accounts. Maintains records and supporting documents of financial transactions affecting agency revenue. Prepares correspondence and/or reports detailing accounts in dispute, past due accounts, uncollectible accounts, etc. Prepares special exhibits for specific account status.

Military Occupational Specialty (MOS) Codes:

1005, 89A, 30, 32, 3451, and 6FOX1.

Minimum Qualifications:

90 semester hours from an accredited college or university, to include 6 semester hours in accounting, finance, or economics (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR 60 semester hours from an accredited college or university, to include 6 semester hours in accounting, finance, or economics (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 Three years of experience where the majority of time was spent in accounting, auditing, or budgeting.

Preferred Requirements:

Experience working with 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.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer