



**JOB VACANCY ANNOUNCEMENT
(REVENUE ACCOUNTANT)
Staff & Support Services Division**

Job Posting Number:	1508-27-SSS	Monthly Salary:	\$4,400.00 - 4,700.00
State Classification:	Accountant IV	Class No., Group:	1018, B19
Location:	Austin	FLSA Status:	Exempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	August 27, 2015	Closing Date:	Until Filled
Job Summary:	Work involves preparing financial statements, records, documents, and reports. Specialize in collecting, recording, analyzing and reporting of revenues.		
Minimum Education:	Graduation from an accredited four year college or university with major course work in accounting, banking, finance, or a related field. Experience can substitute for education on a year-for-year basis.		
Experience:	<ul style="list-style-type: none"> • Minimum 5 years work experience in accounting and financial operations • Minimum 1 year work experience with Texas Online • Minimum 1 year work experience with the Texas Uniform Statewide Accounting System (USAS) 		
Job Duties:	<ul style="list-style-type: none"> • Process agency revenue received via checks and credit cards • Maintain and determine the accuracy and reliability of agency revenue collection records • Calculate monthly fee counts • Gather and analyze information to provide management with summarized revenue reports • Make timely transfers of revenue within the Texas Treasury Safekeeping Trust Company • Process monthly payments to various entities • Prepare accurate supporting documentation for reports • Research and reconcile discrepancies in accounts and report findings • Assist with any other accounting function • Research issues with credit card payments • Analyze and recommend improvements, adaptations, or revisions to the accounting system and accompanying procedures • May instruct staff on the maintenance of accounting records on revenue collected, the posting of general ledgers, and the posting of journal entries and/or adjustments • Perform other duties as assigned 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Two years work experience in revenue collection and reconciliations • Two years work experience using Sage MIP Fund Accounting system 		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> • Knowledge of general business procedures and use of standard office equipment • Knowledge of Texas laws and regulations pertaining to fiscal operations • Skill in providing excellent customer service to both internal and external customers • Intermediate skill in operating a personal computer with word processing, database, and spreadsheet software such as Microsoft Office • Ability to successfully function as a team member and work effectively with team leaders, managers and co-workers • Ability to compile and reconcile accounting data • Ability to gather, assemble, correlate and analyze information • Ability to work overtime to meet critical deadlines • Ability to adapt successfully and quickly to change and deliver quality results in a timely manner. • Ability to work effectively in high-pressure situations and under strict deadlines with extreme attention to detail • Ability to willingly accept and use constructive criticism/feedback to improve performance • Ability to work successfully in a dynamic, multi-tasking environment 		

JOB VACANCY ANNOUNCEMENT
(REVENUE ACCOUNTANT)
Staff & Support Services Division
(Continued)

Knowledge, Skills and Abilities (cont.):

- Ability to plan, organize and work independently, as well as within a team environment
- Ability to gather, assemble, correlate and analyze information
- Ability to exercise sound judgment and discretion
- Ability to interpret and apply accounting theory
- Ability to plan and coordinate financial programs
- Ability to plan procedures and coordinate accounting operations
- Ability to communicate effectively, and to train others

Additional Requirements:

Cover letter detailing how your experience ties into the duties of this position

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

To Apply:

Submit a complete (no blanks) State of Texas Employment Application along with the additional requirements listed above to human.resources@trec.texas.gov

Contact:

Glenn Tramel, Human Resources 512-936-3604

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.