



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



Job Posting Number:	1608-14-SSS	Monthly Salary:	\$4,800 – 6,000.00 <i>Salary would be proportionate if part-time</i>
State Classification:	Accountant VI	Class No., Group:	1022, B23
Location:	Austin	FLSA Status:	Exempt
Work Week:	Monday-Friday, 40 hours/week (Part-time option may be available to qualified candidate)	Travel:	None
Posting Date:	August 4, 2016	Closing Date:	Until Filled
Job Summary:	Performs advanced senior level accounting work. Work involves preparing and/or overseeing preparation of financial analysis and reports; establishing, maintaining and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing preparation of agency budgets. Responsible for ensuring accounting operations, monthly, and statewide financial reports are timely and accurate. Assists the Director of Staff & Support Services in overseeing accounting activities as well as perform other special related projects.		
Minimum Education:	Bachelor's degree from an accredited four-year college or university. Experience can substitute for education on a year for year basis.		
Experience:	<ul style="list-style-type: none"> • Minimum five years Texas state accounting experience, including preparing required state reports such as Annual Financial Report and all state required reports • Minimum two years work experience with state fund accounting and appropriations processes • Expert knowledge of state accounting policies and procedures and experience with Uniform Statewide Accounting System (USAS) • Experience with revenue tracking, budgeting and account reconciliations • Experience with audits, fund accounting, and familiarity with accounting best practices such as Governmental Accounting Standards Board Statement 34 (GASB 34) 		
Job Duties:	<ul style="list-style-type: none"> • Assist Director of Staff and Support Services in ensuring division is meeting obligations and goals of supporting the agency • Plan, organize, coordinate, and/or direct programs to control the financing of agency operations • Prepare/oversee financial reports including monthly staff reports, annual financial report, and other required reports, ensuring accuracy and timely preparation • Review external reports and reconciliations for accuracy; may respond to legislative requests • Ensure required reports are kept current on agency website • Coordinate fee schedules, ensuring each published version is consistent in information throughout the agency • Ensure accounting procedures are documented, separation of duties is maintained, and all positions have back-up procedures in place; review procedures on a periodic basis • Review budgets and expenditures to ensure accuracy; works with director to develop streamlined processes for improved efficiencies • Coordinate internal audit, risk assessment, and ensures findings have been implemented and/or addressed; ensures risk assessments are scheduled and information is conveyed • Work across division lines to ensure procedures and policies are meeting agency needs, understood by agency personnel, and works with leadership to improve processes when needed. • Oversee accounting procedures to ensure all duties have full coverage during times of absence • Responsible for coordinating business continuity procedures for accounting and finance • Coordinate agency-wide projects related to facilities and finances • Coordinate and oversee special projects • Perform other related duties as assigned 		

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(Continued)**



Knowledge, Skills and Abilities:

- Knowledge of Texas laws and regulations pertaining to fiscal operations
- Knowledge of the Generally Accepted Accounting Practices (GAAP)
- Experience in preparing financial analysis and reports as required by the state
- Knowledge of general business procedures of standard office equipment
- Proficient skill in operating a personal computer with word processing, database, and spreadsheet software, specifically Microsoft Office including Excel and Word
- Skill in providing excellent customer service to both internal and external customers
- Effective verbal and written communication, human relations, and organizational skills
- Ability to successfully function as a team member and work effectively with team leaders, managers, and coworkers
- 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

Preferred Qualifications:

- Financial work experience within a Self-Directed, Semi-Independent (SDSI) agency or not-for-profit organization
- Work experience responding to legislative requests
- Work experience preparing fiscal notes

Additional Requirements:

Cover letter detailing how your experience ties to the position
Resume

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.

Military Crosswalk information:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

To Apply:

Submit a complete (no blanks) State of Texas Employment Application to:
human.resources@trec.texas.gov or 512-936-3547 (fax) or via WorkinTexas

Skills test will be conducted at the time of the interview.

Contact:

Human Resources at 512-936-3586

Texas Real Estate Commission:



Texas Appraiser Licensing and Certification Board:



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.