JOB VACANCY NOTICE

Posting Date: June 17, 2019
Closing Date: Until Filled
Job Listing Identification Number: 3119936
State Class. No. and PayGroup: 1018/B19
State Job Title: Accountant IV
FLSA Status: ☒ Non-Exempt
Agency Job Title: Revenue Accountant
Location: Austin, Texas
Monthly Salary: $3,900.00 - $4,505.00
Type of Job: ☒ Full Time
Remarks: Salary commensurate with experience.
Travel Required: ☐ Yes  ☒ No

Job Description:
This position serves as the Revenue Accountant in the Finance and Operations Division of the Office of Court Administration. Primary duties are to ensure accounting records and files related to receivables and grants are accurate, complete, and reconciled; and to process deposits and requests for reimbursements timely. This position also assists with general ledger accounting, financial reporting, payment audit, and serves as a back-up to the Senior Accountant. Reports to the Deputy Chief financial Officer and works under general supervision, with limited to moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

• Tracks and monitors all revenue for the agency and assists with analysis of agency appropriations.
• Prepares and processes various journals and vouchers related to revenues (deposits, corrections, refunds, third-party expenditure reimbursements) in a timely manner.
• Prepares monthly reconciliation of revenues between USAS & CAPPS.
• Researches and prepares documents to move funds out of suspense accounts.
• Prepares grant reimbursement requests, cash receipts, and CPA Apportionment Vouchers.
• Prepares invoices for accounts receivable contracts and follows-up on aged receivables.
• Audits the Travel Advance account, journals, and voucher entries prepared by other accountants.
• Assists with financial reporting (Annual Financial Report, Legislative Appropriations Request, Operating Budget, Comptroller Accounting Policy Statements).
• Participates in CAPPS Financials User Group meetings and disseminates relevant information to team.
• Assists with CAPPS implementation of new modules and user acceptance testing of updates/upgrades.
• Maintains Revenue Accountant desk manual.
• Keeps abreast of all internal and state rules and regulations pertaining to revenue accounting, grant accounting, and related-financial reporting.
• Ensures individual and team files are appropriately maintained and timely disposed of in accordance with the agency’s records retention procedures and schedule.
• Attends work on a regular and predictable schedule in accordance with agency leave policy.
• Maintains a high level of professionalism and provides efficient and effective customer service.
• Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

• Graduation from an accredited college or university with major coursework in accounting, finance or business-related field; may substitute relevant, full-time experience for required education on a year for year basis.
• Additional three years of full-time experience in accounting or finance field.

Preferred Qualifications:

• Bachelor’s degree in accounting, finance or business-related field from an accredited college or university.
• Licensed as a Certified Public Accountant in the State of Texas or endorsed as a Certified Government Financial Manager (CGFM).
• Five years of accounting experience in state government.
• Experience with State of Texas legislative and appropriations processes.
• Knowledge of and experience with State of Texas accounting policies and rules.
• Experience with Texas courts.
• Knowledge of and experience with the Uniform Statewide Accounting System (USAS) and the Automated Budget Evaluation System of Texas (ABEST).
• Knowledge of and experience with financial modules in the Centralized Accounting, Payroll and Personnel System (CAPPS).

Employment Conditions:

• Regular attendance required.
• Must sit for extended periods of time.
• Performs repetitive motion data entry.
• Operate office equipment and computer systems.

Note:
The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.
36B, 310X, 31, 3404, 65FX

Additional Military Crosswalk information can be accessed at
To Apply:
Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant’s response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration 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. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration 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.