

Job Vacancy Notice

Listing Number: TOB #21-04

Posting Date: November 30, 2021

Starting Part-Time Wage: \$2000 per month/20 Hrs./Week

Closing Date: December 10, 2021

Texas Optometry Board
333 Guadalupe Street, Suite 2-420
Austin, TX 78701-3942
512-305-8500

Position Title: Accountant III (Part-Time)

Classification Number: B17, 1016

Work Address: Texas Optometry Board, 333 Guadalupe St., Ste. 2-420, Austin, TX 78701

Person to Contact: Kelly Parker, Executive Director, 512.305.8502.

JOB SUMMARY

Performs moderately complex (journey-level) accounting work. Work involves assisting in the preparation of financial statements, records, documents, and reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS.

- Prepares and/or processes general journal entries; and prepares and/or processes payment, cash, purchase, travel, and related vouchers.
- Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
- Classifies, codes, posts, and balances financial and accounting documents and records. Reviews agency accounting records, such as expenditure, fund, appropriation, expense, and revenue collection records; and ensures that agency assets are accounted for properly.
- Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.
- Assists in the preparation of financial statements, reports, schedules, and exhibits.
- Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.
- May prepare and process payments.
- Performs related work as assigned.

QUALIFICATIONS (Education, experience, knowledge and skills.).

A. Minimum Qualifications.

Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

B. Preferred Qualifications.

1. Some experience with accounting principles and procedures; preference for governmental accounting experience (CAPPs-Financials, USAS, USPS & SPA).
2. Experience with Microsoft Office Suite applications such as Excel, Word and PowerPoint.
3. Excellent verbal and written communication skills.

C. Knowledge and Skills.

1. Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations.
2. Skill in the use of a computer and applicable software.
3. Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION.

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.

MILITARY OCCUPATION CODES.

Army: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; Navy: AZ, 641X, LS, 741X CWO, MCMass, PS, RP, SN, YN, YNS; Coast Guard: 360, 018, YN; Marine Corps: 0100, 0102, 0111, 0170, 3372, 4430, 6046; Air Force: 3A1X1, 8A200

HOW TO APPLY.

Submit an original signed State of Texas Application, cover letter and three professional references by e-mail (Kelly.parker@tob.texas.gov) or mail to the Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Resumes will not be accepted in lieu of a State of Texas Application. State applications are available at the Optometry Board's website: www.tob.texas.gov Select the "Everyone" Quicklink. Applicants will be notified if selected for interview. If ADA accommodation(s) are needed, contact Vincent Piña (512-305-8503).