

Listing Number: 476-15-07
Starting Wage: \$2,916.67 - \$3,350.00

Opening Date: March 27, 2015
Closing Date: Until Filled

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Accountant CLASSIFICATION #: 1014, Accountant II
AGENCY: Texas Racing Commission
ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION: Austin
REFER TO: Adrienne Courtney By Appointment: Yes No TELEPHONE: 512-833-6699
NUMBER OF OPENINGS: 1 DURATION: Regular Seasonal/Summer Job
Temporary Will terminate on _____
MERIT SYSTEM: Yes No Part Time Hours/Week _____
TYPING: N/A Yes No SHORTHAND: N/A YES NO
W.P.M. _____ No more than _____ errors
TEXAS DRIVER'S LICENSE: Yes No Operator Commercial Chauffeur
TRAVEL REQUIRED: Yes No SHIFTS 1ST 2ND 3RD Rotating
POSTING APPROVED BY: _____ DATE _____
Executive Director

GENERAL DESCRIPTION:

Performs routine accounting work. Work involves setting up and maintaining controls and records of materials and financial transactions. Performs complex audit/accounting work relating to purchase voucher processing. Works under general supervision with some latitude for the use of initiative and independent judgment. Performs special projects and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Prepare all purchase vouchers for payment. Retrieve and enter information using USAS and TINS. Respond to vendors, agency staff, and other state agency inquiries on vendor accounts or deadlines and provide problem resolution. Prepare and provide proper documentation to adjust amounts to warrant cancellation. Prepare payment for travel, hotels, Citibank, rental cars and ITV's. Prepare deposit voucher sent to Comptroller of Public Accounts. Mail warrants and support documentation to vendor. Responsible for scheduling maintenance of equipment. Maintain records of postage meter accounts. Maintain records of returned checks and warrant cancellations. Prepare annual inventory of equipment and supplies. Prepare and reconcile petty cash and travel advance accounts. Prepare and enter general journal vouchers. Retrieve USAS reports, USPS reports and portal reports. Assist payroll and leave accountant with assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in accounting or a related business degree. May substitute equivalent work experience for degree. Two (2) years of processing vendor payments in USAS or other internal accounting system is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted accounting principles and procedures. Ability to analyze, consolidate and interpret accounting data and to work accurately with numerical detail. Proficient in MS Word and Excel.

PREFERRED QUALIFICATIONS:

Experience with the Uniform Statewide Accounting System (USAS). Experience with the Uniform Statewide Payroll System (USPS). Ability to complete multiple assignments in a timely manner without compromising accuracy; ability to communicate effectively; provide quality customer service. Attention to detail is required.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit State of Texas Application for Employment

referencing the above position number and title with your

application to: Texas Racing Commission, Attention: Adrienne Courtney, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov>. Resumes may be submitted in addition to but not in lieu of the employment application.