

Listing Number: 476-16-15
Salary: \$ 3,600/month - \$4,275/month

Opening Date: 08/23/2016
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Accountant IV CLASSIFICATION #: 1018 Salary Group: B19

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

REFER TO: John Perryman TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job _____
Temporary _____ Will terminate on _____
Part Time _____ Hours/Week 40

TYPING: YES X NO _____ W.P.M. 40 SHORTHAND: YES _____ NO X W.P.M. _____

TEXAS DRIVER'S LICENSE: YES X NO _____ Operator X Commercial _____ Chauffeur _____

TRAVEL REQUIRED: YES _____ NO X SHIFTS: 1ST X 2ND _____ 3RD _____ ROTATING _____

POSTING APPROVED BY:  DATE: 8/24/16
Executive Director

GENERAL DESCRIPTION:

Perform complex accounting work. Work involves preparing or assisting in the preparation of financial statements, accounting transactions, payroll, human resource and leave records, documents, and reports. Ensure compliance with applicable federal, state, and local regulations. May assign work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Performs special projects and other duties as assigned.

Essential Job Functions:

Prepare and reconcile monthly payroll. Prepare and reconcile monthly leave accounting. Collect, verify and code monthly timesheets. Serve as benefits coordinator for the agency. Coordinate insurance matters and maintain insurance records through ERS. Prepare and reconcile ERS and FTE reports. Reconcile insurance, retirement and Tex-Flex reports. Provide annual benefits training for agency employees. Assist in preparation of annual financial report. Train Accountant, as needed, in accounts payable and travel matters. Coordinate worker's compensation matters for agency. Prepare journal vouchers and budget revision vouchers. Prepare revenue transfers and default vouchers. Maintain personnel office and all records. Prepare IRS quarterly tax report. Process USPS fiscal year end rollover and calendar year end close. File and maintain all necessary records and other documentation related to assigned function. Write policies and procedures as needed. Perform related work as assigned.

Experience and Education:

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. Three (3) years of directly applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting, of budget control methods, policies and procedures; and the laws and regulations pertaining to HR and payroll and leave accounting. Proficient in USAS, USPS and ERS. Proficient in MS Word and Excel software. Ability to complete multiple assignments in a timely manner without compromising accuracy; communicate effectively both written and verbally; provide quality customer service. Attention to detail is required.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 36, 36A, 36B, 310X, 651X, 751X, 020, 30, 31, 32, FIN10, 34, 3451, 3402, 3404, 3408, 8844, 6E, 6F0X1, 65AX, 65FX, 65WX, 6F and 65 which can be accessed at:

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

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 a State of Texas Application for Employment referencing the above position number and title to:

Texas Racing Commission, Attention: John Perryman
PO 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 website at <http://www.brc.texas.gov> Resumes may be submitted in addition to, but not in lieu of, the employment application.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____