

Listing Number: 476-12-09

Opening Date: 05/22/12

Starting Wage: \$55,000 - \$65,000

Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Finance & Accounting Administrator

CLASSIFICATION #: 1601

AGENCY: Texas Racing Commission

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

REFER TO: Sammy Jackson By Appointment: Yes ___ No X TELEPHONE: 512 833-6699

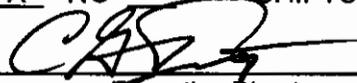
NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job ___
Temporary ___ Will terminate on _____

MERIT SYSTEM: YES X NO ___ Part Time ___ Hours/Week _____

TYPING: N/A X YES ___ NO ___ SHORTHAND: N/A X YES ___ NO ___
W.P.M. _____ No more than ___ errors W.P.M. _____

TEXAS DRIVER'S LICENSE: YES X NO ___ Operator X Commercial ___ Chauffer ___

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

POSTING APPROVED BY:  DATE: 5/22/12
Executive Director

GENERAL DESCRIPTION:

Performs moderately complex managerial work directing the daily operations of several staff services functions, such as personnel, accounting, budgeting, purchasing, material and property management. Work involves establishing short-, mid-, and long-term goals and objectives; developing guidelines, procedures, policies and rules for the department; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and/or supervises the work of the accounting staff. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

- ◆ Plans, assigns, and supervises the work of others.
- ◆ May represent agency in meetings, hearings, and conferences on financial and budgetary matters.
- ◆ May review legislation and prepare fiscal notes as required.
- ◆ Oversees the preparation of special reports, such as fiscal notes, as requested by agency director, Commissioners, or outside sources.
- ◆ May serve as agency liaison with Legislative Budget Board, Governor's Budget Office, State Auditor's Office, and Comptroller's Office.
- ◆ May testify before the Legislative Budget Board and the legislature in regards to the agency's budget and legislative appropriation request.

ESSENTIAL JOB FUNCTIONS:

- ◆ Prepares and/or oversees preparation of annual financial report.
- ◆ Prepares and/or assist with preparation of the operating budget and legislative appropriations requests.
- ◆ Supervises all accounting, purchasing, payroll, and personnel functions of agency.
- ◆ Prepares and files performance reports with Legislative Budget Board.
- ◆ Establishes and monitors accounting codes in USAS to correspond with agency strategic plan.
- ◆ Oversees all office space leasing matters for agency.
- ◆ Identifies needed areas of change and makes recommendations to improve fiscal operations.

MINIMUM EDUCATION AND EXPERIENCE:

- ◆ Graduation from an accredited four-year college or university with major course work in accounting, public or business administration, or a related field.
- ◆ Significant work experience in managing state government finance/accounting systems may substitute for degree.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of state agency finance, budgeting, and reporting procedures and laws. Proficiency in spreadsheet software and word processing applications are essential skills for this position. Knowledge of Uniform State Accounting System (USAS) and Automated Budget and Evaluation System of Texas (ABEST) preferred

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: Rhoda Campbell, 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.state.tx.us>. Resumes may be submitted in addition to but **not** in lieu of the employment application.