



## Senior Accountant

POSTING NUMBER **25000**

DATE POSTED **September 12, 2024** APPLICATION DEADLINE **November 6, 2024**

DEPARTMENT Administrative Functions/Accounting and Purchasing Department

DESCRIPTION Performs advanced accounting work providing direction and guidance in department's operations and planning. Works closely with deputy director/chief financial officer in establishing operational plans, goals, objectives, and budgets; in addition helps develop department's policies and procedures. Responsible for accounting for agency's inventory of fixed assets in both the agency's asset management system and State Property Accounting (SPA), and preparing all reports related to fixed assets. Prepares the annual financial report (AFR) and processes invoices for accounts receivable. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

RESPONSIBILITIES Primary responsibilities for this position include:

- Reconciles internal financial records to uniform statewide accounting system (USAS).
- Prepares and coordinates with division deputy director/chief financial officer to prepare the annual financial report (AFR), yearly operational budgets, legislative appropriation request (LAR), base reconciliations, and other financial reports as required by state reporting requirements.
- Prepares and processes invoices for accounts receivable.
- Monitors the agency budget.
- Inputs applicable transactions in state property accounting system (SPA).
- Reconciles agency's inventory system to state property accounting system (SPA); researches discrepancies.
- Prepares all fixed asset related reports.
- Works closely with agency's asset tracking team in resolving inventory issues.
- Maintains necessary records and files for efficient operations and prepares reports as required.
- Reviews council employee travel and tuition reimbursements.
- Reviews purchase vouchers and interagency transactions in agency's accounting system.

- Reviews weekly cash deposits in uniform statewide accounting system (USAS) and agency's accounting system.
- Prepares and processes all uniform statewide accounting system (USAS) adjustments with journal vouchers and expenditure transfers as required.
- Recommends and implements accounting policies and procedures in accordance with statute and professionally accepted accounting standards.
- Identifies and implements proper financial controls to ensure the integrity of financial information and processing of financial transactions.
- Ensures the use of modernized efficient accounting systems; analyzes processing systems and functions, recommending changes as appropriate.
- Reviews purchase requests for accuracy, completeness, and compliance with the council's operational budget.
- Reviews budgets for accuracy and recommends adjustments as needed.
- Prepares analyses, reports, and forecasts
- Develops and implements methods of control of cash disbursements, receipts, and deposits.
- Prepares periodic financial statements and reconciliation of budgeted to actual amounts to provide management with expenditure data, trends, and recommendations.
- Performs related work as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education:

- Experience in accounting and financial operations.
- Graduation from an accredited four-year college or university with major course work in accounting, finance, business, or a related field.
- Experience and education may be substituted for one another.
- Experience with Uniform Statewide Accounting System (USAS) and State Property Accounting System (SPA) preferred.

### Certification or Licensure:

- Certified Public Accountant (CPA) or Certified Financial Manager (CGFM) preferred.

### Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles.
- Knowledge and experience with uniform statewide accounting system (USAS).
- Knowledge and experience with state property accounting system (SPA) and rules and regulations that apply.
- Knowledge of finance administration, budget control, cost monitoring, and fiscal accounting.
- Knowledge of the agency's financial program.
- Knowledge of governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to fiscal operations.
- Skill in interpersonal communication, both oral and written.

- Skill in time management.
- Skill in office organization.
- Skill in attention to detail and in providing accurate information.
- Skill in operation standard office equipment.
- Skill in use of software applications relevant to assignment.
- Ability to interpret and apply accounting theory to difficult or complex transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data.
- Ability to research reconciliation discrepancies and report findings.
- Ability to analyze financial management information, determine appropriate use of funds, and perform statistical analyses.
- Ability to interact with legislative members and staff and with management of other governmental and private sector entities.
- Ability to instruct others.
- Ability to communicate effectively with a wide range of people.
- Ability to manage multiple projects and deadline pressures.
- Ability to maintain confidentiality of information and material.
- Ability to work overtime, flexible hours, and occasional on-call duty as needed.
- Ability to maintain regular, punctual attendance.
- Ability to work effectively as a member of a team and independently.
- Ability to maintain professional appearance and demeanor in accordance with division and agency policy.
- Ability to exercise tact and courtesy.

**TO APPLY**

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

**Email**

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

**Fax**

(512) 936-1064

**Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**