

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –
Administrative Services

SALARY GROUP: B17

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cathleen Bickford DATE: 03/30/2012

POSITION #: 008211

I. JOB SUMMARY

Performs moderately complex accounting work. Work involves preparing financial statements, records, documents, and reports; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and maintains periodic status analyses of funds and expenditures and technical reports on projections, cost data, and budget items; maintains systems and controls necessary to provide accurate accounts of expenditures, appropriations, or budget balances for agency programs; and reconciles accounts and appropriation balances.
 - B. Audits and reviews accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes; researches reconciliation discrepancies and reports findings; ensures that agency assets are accounted for properly; and works with other state agencies, vendors, and agency personnel in completion of financial projections, requisitions, and other forms and documents.
 - C. Assists in planning procedures and regulations to control the disbursement of allocated funds, manual revisions, and related forms; makes recommendations for improvements, adaptations, and revisions to the accounting system and accompanying procedures; and prepares financial documentation and reports.
 - D. Provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Finance, Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning accounting, banking, or financial operations experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles, objectives, procedures, and state property accounting requirements.
2. Knowledge of automated financial information systems.
3. Knowledge of budget control and purchasing methods and procedures.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of state and agency purchasing rules, regulations, policies, and procedures preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to prepare and maintain complex records and files in an automated system.
8. Skill to review technical data and prepare technical reports.
9. Skill to interpret and apply accounting theory and to analyze and interpret financial data.
10. Skill to research and resolve complex financial discrepancies and inquiries.

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11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill to interpret and apply rules, regulations, policies, and procedures.
14. Skill in problem-solving techniques.
15. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
16. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
17. Skill to train others.
18. Skill to operate a 10-key calculator by touch.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, 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, typewriter, calculator, copier, fax machine, telephone, and automobile.