

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV –
Information Technology

SALARY GROUP: B19

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: Bradley Brock DATE: 03/27/2015

POSITION #: 008213

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Maintains and determines the accuracy and reliability of divisional accounting records to include expenditures, fund, and budgeted appropriation items ensuring agency assets are accounted for properly; prepares technical reports on projections, cost estimates, and budget related items; maintains systems and controls necessary to provide accurate accounting of expenditures, appropriations, and budget balances for agency programs; and reconciles accounts and appropriation balances.
- B. Audits and reviews accounting and financial documents for accuracy and compliance with policies and procedures and state and federal statutes; researches and reconciles billing discrepancies and reports findings; reviews and directs the maintenance of accounting records; and works with other state agencies, vendors, and agency personnel in completion of financial projections, requisitions, and other forms and documents.
- C. Maintains procedures and regulations to control the disbursement of allocated funds; assists in preparing manual revisions and related records and documents; and submits financial documentation and reports for budgetary and administrative use.
- D. Assists in the preparation of divisional management and productivity reports; assists in the preparation of and monitors required divisional fiscal and budgetary reports to include financial activities of the State Data Center Consolidation project; and prepares correspondence, studies, and specialized research projects.
- E. Organizes, assigns, and reviews the work of others; and 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, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting, auditing, 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 methods and analyze, consolidate, and interpret financial data.
10. Skill to research and resolve complex financial discrepancies and inquiries.

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11. Skill to plan and coordinate financial programs and accounting operations.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill to interpret and apply rules, regulations, policies and procedures, and state and federal laws.
15. Skill in problem-solving techniques.
16. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
17. Skill to organize, assign, and review the work of others.
18. Skill to train others.

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, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 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.