

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II –
Finance

SALARY GROUP: B15

DEPARTMENT: Facilities 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: Melinda Brewer DATE: 01/06/2014

POSITION #: 022244

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Classifies, codes, posts, and balances financial and accounting documents and records in an automated system; checks accounting operations in progress; and researches reconciliation discrepancies and prepares reports of findings.
 - B. Monitors accounting operations and recommends improvements, adaptations, or revisions; and reviews and audits completed financial records to ensure accuracy and compliance with legal and departmental procedures and regulations.
 - C. Compiles and analyzes financial data; prepares financial and cost reports; and prepares and maintains financial records and files to include automated filing systems.
 - D. Assists agency administrators in applying financial data to the resolution of administrative or operating problems; and provides technical assistance, performing accounting transactions 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, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounting, bookkeeping, purchasing, or public administration experience to include one year computer operations.
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 and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of basic budget and fiscal activities relating to accounting, inventory control, warehousing, and project costing.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
4. Knowledge of agency and departmental accounting system preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to interpret and apply accounting theory to complex financial transactions.
7. Skill to analyze, consolidate, and interpret accounting data.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.

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11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to prepare and maintain complex records and files in an automated system.
14. Skill to operate a 10-key calculator by touch.
15. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, 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.