

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II -
Canning Plant

SALARY GROUP: B15

DEPARTMENT: Agribusiness, Land and Minerals

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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: Matt Demny DATE: 7/07/2015

POSITION #: 023228

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. Coordinates office accounting operations to include offender and clerical staff activities; audits accounting and financial documents for accuracy and compliance with agency and departmental policies and procedures and state and federal statutes; prepares financial statements and reports; and prepares and processes general journal entries to include purchases, orders, cost data, and budget items.
 - B. Reviews departmental accounting records to include expenditure, fund, appropriation, and expense records to ensure agency assets are being accounted for properly; reconciles accounts, credit card statements, and fund balances; prepares periodic status reports of fund balances and expenditures; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - C. Conducts and maintains inventory balances; and schedules shipments to warehouses based on canning plant and unit food service program needs.
 - D. Provides technical assistance to departmental staff.
- * 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, 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, auditing, bookkeeping, or statistical analysis experience.
3. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of inventory and stock control methods and procedures.
4. Knowledge of canning plant operations preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to review technical data and prepare technical reports.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to plan work in order to meet established guidelines.
11. Skill in problem-solving techniques.

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12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to operate a ten-key calculator by touch 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, climb stairs, 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.