

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I -  
Factories and Facilities

SALARY GROUP: A11

DEPARTMENT: Industry

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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: Bobby Lumpkin DATE: 01/22/2014

POSITION #: 024001

I. JOB SUMMARY

Performs routine technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial 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 accounting documents and records in an automated accounting system; prepares cost information, progress, and other reports; and prepares and verifies accounting data for planning estimates and budget reports.
  - B. Assists with auditing documents to include commission orders, reports, invoices, purchase orders, and related records.
  - C. Assists with annual inventory of equipment and supplies.
  - D. Responds to customer inquiries regarding requests, work in progress, and invoicing; and provides technical assistance to offender accounting clerks.
- \* 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 accounting, accounting clerical, or bookkeeping experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Accounting, accounting clerical, or bookkeeping experience preferred.

**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records.
2. Knowledge of inventory and stock control record keeping preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to prepare and maintain complex records and files in an automated system.
7. Skill to plan work in order to meet established guidelines.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to operate a ten-key calculator by touch.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

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**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 and ladders, 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.