

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV –
Business Office and Customer Service

SALARY GROUP: B19

DEPARTMENT: Manufacturing and Logistics 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: Bobby Lumpkin DATE: 03/09/2016

POSITION #: 024615

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. Checks accounting operations in progress; and reviews and audits completed financial records for accuracy and conformance with departmental policies and procedures and state and federal statutes.
 - B. Confers with staff on program problems; and analyzes and recommends improvements, adaptations, and revisions to the Manufacturing and Logistics Business Office processes.
 - C. Functions as a consultant to agency administration, departments, factories, facilities, other organizational units of the agency, and internal and external customers regarding financial and accounting matters, property and equipment controls, and purchasing requisition matters.
 - D. 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, Business Administration, Finance, 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 statistical analysis experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Experience in governmental financial operations preferred.

B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill in the electronic transmission of communications.
12. Skill to analyze, consolidate, and interpret financial data.
13. Skill to research and resolve discrepancies and inquiries.
14. Skill to organize, assign, and review the work of others.

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.