

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II -
Trust Fund

SALARY GROUP: B15

DEPARTMENT: Commissary and Trust Fund

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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: Eric R. Johnston DATE: 07/27/2012

POSITION #: 031196

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing 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. Prepares Trust Fund financial statements and operating reports; posts accounting data to appropriate journals and ledgers; and audits and prepares departmental accounts receivable.
 - B. Audits accounting and control records for accuracy and compliance with established standards and procedures; reconciles accounts; and balances accounting records.
 - C. Provides technical assistance on offender trust fund accounting matters; provides guidance to program staff in performing accounting transactions; and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
 - D. Supervises the work of clerical staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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 experience.
 - 3. Auditing experience preferred.
 - 4. Experience in the supervision of employees preferred.

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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. Knowledge of agency and departmental accounting system procedures preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill to analyze, consolidate, and interpret accounting data.
14. Skill to resolve discrepancies and inquiries.
15. Skill to train and supervise employees.
16. Skill to operate a 10-key calculator by touch preferred.

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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, 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, dolly, and automobile.