

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI –
Accounts Payable

SALARY GROUP: B23

DEPARTMENT: Accounting and Business Services

Page 1 of 3

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: Kathy McHargue DATE: 06/01/2010

POSITION #: 031221

I. JOB SUMMARY

Performs advanced and supervisory accounting work. Work involves overseeing and performing various fiscal functions to include accounting, budgeting, and purchasing; processing and approving claims; handling cash receipts and disbursements; preparing financial reports and budget requests; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Plans, organizes, coordinates, and directs activities and operations of the Accounts Payable Department; oversees the detailed reporting of expenditures and encumbrances made by the agency, contract expenditures, and special payments; and ensures compliance with agency and state policies and procedures.
 - B. Develops methods for the control of invoices, purchase orders, vouchers, and expenditure disbursement and the documentation of claims for payments; develops accounting control methods to ensure conformance with legal and departmental procedures and regulations; maintains overall quality control of the accounts payable section and its systems and ensures the integrity of system processing and the maintenance of the accounts payable files; and establishes and directs the maintenance of efficient accounts payable systems for controlling, recording, and reporting transactions.
 - C. Prepares and directs the preparation of section financial statements as they relate to accounts payable, analyses, and reports in accordance with federal and state reporting requirements.
 - D. Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures; works with staff, other departments, and vendors on complex accounting problems, discrepancies, changes, and modifications; and provides technical assistance to staff performing accounting and accounts payable activities.
 - E. Assigns and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI –
Accounts Payable

SALARY GROUP: B23

DEPARTMENT: Accounting and Business Services

Page 2 of 3

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 seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning accounts payable, financial operations, or program administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of general accounting principles and auditing practices.
3. Knowledge of automated accounting systems.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to plan, organize, and direct accounting programs.
7. Skill to apply accounting theory.
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.
11. Skill in administrative problem-solving techniques.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI –
Accounts Payable

SALARY GROUP: B23

DEPARTMENT: Accounting and Business Services

Page 3 of 3

12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to review technical data and prepare technical reports.
14. Skill to assign and supervise 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, 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.