

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –
Accounting Services

SALARY GROUP: B17

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: 04/15/2013

POSITION #: 031237

I. JOB SUMMARY

Performs moderately complex accounting work. Work involves preparing financial statements, records, documents, and reports; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in preparing periodic status analyses of funds and expenditures; reviews and audits completed financial documents and records for accuracy and compliance with state and federal laws and departmental standards, policies and procedures, and rules and regulations; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - B. Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs; researches reconciliation discrepancies and reports findings; and prepares and maintains financial records and files to include automated information systems.
 - C. Analyzes, consolidates, and interprets financial data; prepares financial statements, reports, cost data, and budget items; prepares letters of instruction, manual revisions, and related forms; and maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
 - D. Provides training and technical assistance to agency administrative, supervisory, and technical staff regarding financial and accounting matters.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –
Accounting Services

SALARY GROUP: B17

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 four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four 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 a governmental financial operation 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 governmental accounting principles and procedures preferred.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes 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 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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –
Accounting Services

SALARY GROUP: B17

DEPARTMENT: Accounting and Business Services

Page 3 of 3

11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill in the electronic transmission of communications.
14. Skill to audit completed financial records for accuracy and compliance with state and federal laws and established departmental procedures and regulations.
15. Skill to analyze, consolidate, and interpret financial data.
16. Skill to perform complex accounting transactions.
17. Skill to research and resolve discrepancies and inquiries.
18. Skill to train 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.