

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –
Security Operations

SALARY GROUP: B17

DEPARTMENT: Security Operations

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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: Tony O'Hare DATE: 9/25/2015

POSITION #: 033162

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Researches and reconciles discrepancies in bank account statements; prepares and reviews financial technical reports and documents to include estimates, cost data, and budget items; and audits travel vouchers, requests for reimbursements, and purchasing documents for accuracy and compliance with policies and procedures.
 - B. Prepares periodic status analyses of funds and expenditures; maintains records of expenditures, funds, appropriations, and expenses; and prepares financial statements, special reports, and related accounting documents.
 - C. Assists in planning procedures and regulations to control the disbursement of allocated funds and preparing letters of instructions, manual revisions, and related forms to include training and operational manuals; assists in instructing staff on the maintenance of accounting records and expenditures; and assists in making recommendations for improvements, adaptations, and revisions to operating procedures.
 - D. Organizes, assigns, and reviews the work of others; and provides 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 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, bookkeeping, financial analysis, or financial operations experience.
3. Lonestars accounting system experience preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of state and agency purchasing rules, regulations, policies, and procedures preferred.
4. Knowledge of Lonestars accounting system 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 administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill to interpret and apply accounting theory.
12. Skill to review technical data and prepare technical reports.
13. Skill to analyze, consolidate, and interpret accounting data.
14. Skill to research and resolve discrepancies and inquiries.
15. 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, 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.