

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV -
Operational Oversight

SALARY GROUP: B19

DEPARTMENT: Texas Correctional Office on Offenders with Medical or Mental Impairments

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: April Zamora DATE: 5/05/2015

POSITION #: 040015

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Monitors the status of agency funds and financial activity associated with Texas Correctional Office on Offenders with Medical or Mental Impairments service contracts and administrative functions; assists in conducting continuous reviews and analyses necessary in controlling the expenditure of funds and developing stable expenditure patterns; and prepares technical reports on estimates, cost data, and budget limits.
- B. Directs the maintenance of accounting records on receipts, disbursements, and other journals; maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs; ensures accurate cost information is available to agency management; and prepares periodic status analyses of funds and expenditures.
- C. Consults with agency administrative, supervisory, and technical staff on financial and accounting matters; and provides technical assistance to staff regarding complex accounting functions.
- D. Reviews various records, reports, applications, and contracts; and assists with auditing financial records, coordinating internal and external entities on contract and budget issues, and monitoring federal entitlement revenues.
- E. Assists in planning accounting and clerical work procedures; and instructs staff on the maintenance of accounting records for expenditures and revenue collected and the posting of general ledgers and journals.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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, Banking, 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, bookkeeping, or auditing experience in a financial operation.

B. Knowledge and Skills

1. Knowledge of governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to financial operations.
2. Knowledge of financial auditing techniques, reconciliation procedures, and implementation methods.
3. Knowledge of state and federal accounting rules, regulations, and procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to plan and coordinate financial and complex accounting programs.
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 to review technical data and prepare technical reports.
11. Skill to prepare and maintain accurate records, files, and reports in an automated system.

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Page 3 of 3

12. Skill to plan work in order to meet established guidelines.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

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.