

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI -
Fiscal Operations

SALARY GROUP: B23

DEPARTMENT: Reentry and Integration Division

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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: April Zamora DATE: 6/05/2015

POSITION #: 040069

I. JOB SUMMARY

Performs advanced and supervisory accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs and coordinates various fiscal functions to include accounting, budgeting, and purchasing; plans, organizes, coordinates, and directs fiscal activities and operations for the division; and ensures agency compliance with financial legislative mandates and state and federal policies and procedures.
- B. Oversees the analysis and interpretation of expenditure patterns, encumbrances, budget projections, and the financial position of the division; prepares and oversees the preparation of financial reports; oversees and prepares annual operating budgets and reviews expenditures to ensure budget limits are not exceeded; and approves purchases and budget requests using the Advanced Purchasing and Inventory Control System (ADPICS).
- C. Analyzes and recommends improvements, adaptations, or revisions to the divisional accounting system and accompanying procedures; and formulates and revises division policies regarding the use of operating funds.
- D. Develops financial auditing methods and procedures to analyze financial transactions to ensure quality control and compliance with oversight policies and procedures; develops accounting control methods to ensure conformance with legal and departmental procedures and regulations; and maintains quality control of the accounting system and ensures the integrity of system processing and accounting files.
- E. Assigns and supervises the work of others; and works with program staff, management, other agency departments, and vendors to resolve complex accounting problems, discrepancies, changes, and modifications.

* 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 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 accounting, financial operations, contract monitoring, or contract management experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Governmental financial operations experience preferred.
5. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of financial programs, governmental accounting, budget control methods, policies, procedures, laws, and regulations pertaining to fiscal operations.
3. Knowledge of finance administration methods, policies, and procedures.
4. Knowledge of general accounting principles and auditing practices.
5. Knowledge of automated accounting systems.
6. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill in administrative problem-solving techniques.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill to set up accounting systems.
13. Skill to apply advanced accounting theory.
14. Skill to plan, organize, and direct accounting programs.
15. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable and accounting data, records, schedules, and reports.
16. Skill to plan, organize, and direct accounting analysis activities.
17. Skill to collect and analyze data and prepare statistical, financial, and technical reports.
18. Skill to prepare and maintain complex records and files in an automated system.
19. Skill to research and resolve discrepancies and inquiries.
20. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
21. 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, 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.