

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN II –  
Business Office

SALARY GROUP: A13

DEPARTMENT: Rehabilitation Programs 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: Charlotte Trow DATE: 12/03/2015

POSITION #: 045197

**I. JOB SUMMARY**

Performs highly complex technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, and reports. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Checks accounting documents in progress; reviews and processes financial documents and records ensuring accuracy and conformance with established procedures and regulations; researches and reviews departmental requests for goods and services; and enters encumbrances and makes adjustments.
  - B. Assists in setting up and maintaining accounting controls and records; assists with reconciling discrepancies in accounting control mechanisms; assists with researching reconciliation discrepancies and reports findings; and processes and approves vouchers and credit card purchases according to established guidelines.
  - C. Assists in preparing and maintaining numerical tracking records of offender placement in residential aftercare programs; and compiles and organizes data into statistical reports, ensuring accuracy and completeness.
  - D. Provides technical accounting information to vendors and program staff to include travel voucher and credit card processing.
- \* 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 one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning accounting, bookkeeping, or financial operations experience to include computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include spreadsheet, word processing, database, or presentation software programs 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 automated financial information systems.
3. Knowledge of office practices and procedures.
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 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.

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to research inquiries and resolve discrepancies.
13. Skill to perform mathematical calculations.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to operate a 10-key calculator by touch.
16. Skill to type 45 words per minute (with no more than 10 errors).

**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 15-44 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.