

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I –
Communications Accounts Payable

SALARY GROUP: A11

DEPARTMENT: Communications

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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: Joe Miles DATE: 01/11/2016

POSITION #: 046042

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Examines, verifies, and assists with approving purchase orders, travel vouchers, invoices, requisitions, and other accounting documents and records in accordance with established rules, regulations, policies, and procedures; assists in reconciling discrepancies and reports findings; and confers with vendors to resolve problems.
 - B. Prepares and verifies accounting data for planning estimates and budget reports; performs data entry; assists with the preparation of financial statements and operating reports; and assists in maintaining accounting records.
 - C. Provides technical assistance to accounting clerical staff in clarifying operation problems and procedures.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Four years full-time, wage-earning accounting, accounting clerical, auditing, or bookkeeping experience. Thirty semester hours 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) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.

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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 office practices and procedures.
3. Knowledge of automated financial information systems.
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.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill to make arithmetical computations.
14. Skill to operate a 10-key calculator by touch preferred.
15. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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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.