

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT I -
Wireless Communications

SALARY GROUP: B14

DEPARTMENT: Communications

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: Joe Miles DATE: 04/15/2016

POSITION #: 046062

I. JOB SUMMARY

Performs entry-level accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs accounting work for the agency wireless communications program; and audits accounting and financial documents to ensure accuracy and compliance with policies and procedures and state and federal statutes.
 - B. Assists in compiling and analyzing data, making calculations, and preparing reports, statements, and other financial documents supporting the operation and planning of wireless services; and coordinates the entry of information into databases.
 - C. Prepares reports on cost data and budget items; coordinates the purchase of wireless equipment and services; prepares periodic status analysis of fund balances and expenditures; prepares and distributes reports, forms, and documents for budget approval; and conducts an inventory of department fixed assets and equipment.
 - D. Coordinates the wireless communications billing processes; researches reconciliation discrepancies and reports findings; and resolves contractor performance issues.
 - E. Provides technical assistance; and assists in training staff performing accounting transactions.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT I -
Wireless Communications

SALARY GROUP: B14

DEPARTMENT: Communications

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, Finance, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning accounting, accounts payable, or purchasing experience.
3. Telecommunications 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 cellular equipment and terminology preferred.
4. Knowledge of Advanced Purchasing and Inventory Control System (ADPICS) and 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 problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT I -
Wireless Communications

SALARY GROUP: B14

DEPARTMENT: Communications

Page 3 of 3

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 analyze, consolidate, and interpret accounting data.
14. Skill to research and resolve discrepancies and inquiries.
15. Skill to operate a 10-key calculator by touch preferred.
16. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

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.