

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI -
Budget Coordinator

SALARY GROUP: B23

DEPARTMENT: Parole 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: Stuart Jenkins DATE: 06/02/2011

POSITION #: 051206

I. JOB SUMMARY

Performs advanced and supervisory accounting work. Work involves overseeing and performing various fiscal functions to include accounting, budgeting, and purchasing; processing and approving claims; handling cash receipts and disbursements; preparing financial reports and budget requests; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Performs and coordinates various fiscal functions to include accounting, budgeting, and purchasing; oversees the analysis and interpretation of expenditure patterns, budget projections, and the financial position of the division; and analyzes and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - B. 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. Formulates and revises division policies regarding the use of operating funds; and maintains quality control of the accounting system and ensures the integrity of system processing and accounting files.
 - D. Assigns and supervises the work of others.
- * 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, 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 or financial operations experience to include three years experience in the supervision of employees.
3. Governmental financial operations experience preferred.

B. Knowledge and Skills

1. Knowledge of principles, methods, and practices of finance administration and fiscal accounting.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of financial programs, governmental accounting, budget control methods, policies, procedures, laws, and regulations pertaining to fiscal operations.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in problem-solving techniques.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to set up accounting systems.

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10. Skill to apply highly advanced accounting theory.
11. Skill to plan, organize, and direct accounting programs.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. 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.