

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV –
Budget

SALARY GROUP: B19

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: 12/10/2015

POSITION #: 051273

I. JOB SUMMARY

Performs complex accounting work. Work involves preparing financial statements, records, documents, and reports; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in analyzing the status of agency funds, contracts, and financial activity; assists in conducting continuous reviews and analyses necessary in controlling the expenditure of funds and developing stable expenditure patterns; and reconciles monthly expenditures.
 - B. Directs the maintenance of accounting records and tracking systems; reviews, analyzes, and tracks purchase requests; tracks annual expenditures for equipment and services; assists in the review, approval, and tracking of credit card authorizations; and reviews and approves hotel travel card statements.
 - C. Prepares technical financial reports and documents; prepares periodic analyses of funds, expenditures, and budget summaries; prepares contract requisitions and modification requests for review and approval; assists in the preparation of performance measures; and assists in the preparation of Legislative Appropriation Requests, strategic plans, uniform cost projects, operating budgets, and legislative bill tracking.
 - D. Organizes, assigns, and reviews the work of others; and provides training and technical assistance to staff performing accounting transactions to include preparing and maintaining accounting documents, periodic and special financial analyses, and financial reports for budgetary and administrative use.
- * 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 six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, financial operations, or statistical analysis experience.
3. Governmental financial operations experience preferred.

B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
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 to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.

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11. Skill to analyze, consolidate, and interpret financial data.
12. Skill to research and resolve discrepancies and inquiries.
13. Skill to organize, assign, and review the work of others.
14. Skill to train 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.