

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT VI –
Community Justice Assistance Division

SALARY GROUP: B23

DEPARTMENT: Community Justice Assistance 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: Marcia Roberts DATE: 11/17/2015

POSITION #: 100105

I. JOB SUMMARY

Performs advanced and supervisory accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, organizes, coordinates, and directs programs to develop and oversee the development of reporting and review standards for the financial activities of the Community Supervision and Corrections Departments (CSCD); and oversees the recording and expenditure of CSCD funds, ensuring expenditures are in line with budget allocations and cleared from the proper funds as required by statutes.
- B. Oversees the analysis and interpretation of expenditure patterns and financial positions of department funds and budget; prepares and directs the preparation of funding allocation and distribution schedules, statements, analyses, and reports in accordance with federal and state reporting requirements; and formulates and revises agency policies regarding the use of funds.
- C. Develops methods for the control of funding allocation and distribution schedules, expenditure disbursement, and purchase of services, supplies, and equipment; maintains the overall quality control of the accounts payable section and its systems; ensures the integrity of systems processing and the maintenance of the accounts payable files; and establishes, installs, and directs the maintenance of efficient accounts payable systems for controlling, recording, and reporting transactions.

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- D. Analyzes processing systems and functions, recommending changes as necessary; assists in the design of computer systems for financial applications; makes periodic site visits to check inventory and accounting operations; and serves as a consultant on the financial aspects of program planning.
- E. Assigns and supervises the work of others; and provides training and technical assistance to staff performing accounting and accounts payable activities.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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 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 financial auditing, accounting, budget preparation and analysis, statistical analysis, or policy development experience to include three years in the supervision of employees.
- 3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

- 1. Knowledge of accounts payable operations, functions, and procedures.
- 2. Knowledge of accounting practices and techniques.
- 3. Knowledge of automated accounting systems.
- 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.

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6. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable and accounting data, records, schedules, and reports.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill to research and resolve discrepancies and inquiries.
14. Skill in public address.
15. 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.