

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV –
Community Supervision Corrections Departments
Benefit Reconciliation and Reporting

SALARY GROUP: B19

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: 05/19/2011

POSITION #: 100109

I. JOB SUMMARY

Performs complex accounting work. Work involves preparing financial statements, records, documents, and reports for Community Supervision Corrections Departments (CSCD); and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Maintains and oversees the maintenance of systems and controls necessary to provide accurate accounts and balances; prepares and oversees the preparation of operating statements, financial statements, payroll, insurance, analyses, and reports; and oversees CSCD Benefit programs and ensures applicable corrections are made monthly prior to payroll update.
 - B. Confers with staff on program problems; assists in the development of program procedures and regulations; prepares and oversees the preparation of training, informational, and operational manuals, educational materials, and information programs; and provides liaison for CSCD and Employees Retirement System (ERS).
 - C. Reviews, evaluates, and provides technical assistance to staff performing accounting transactions to include payroll and insurance transactions and state employee salary reports; and reviews and audits financial records to ensure compliance with policies and procedures and with state and federal statutes, rules, and regulations.
 - D. Prepares and oversees the preparation of financial statements, budgets, payrolls, and insurance related documents; researches and reconciles insurance coverage and payroll discrepancies; and directs the maintenance of accounting records.
 - E. Supervises the work of others; and provides training and technical assistance.
- * 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 five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning experience in accounting, auditing, budget preparation, employee insurance benefits, or financial operations to include one year in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of accounting practices and techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of ERS insurance plan rules preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable, 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 in administrative 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.

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12. Skill to research and resolve discrepancies and inquiries.

13. Skill to train and supervise employees.

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.