

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II -
Community Justice Assistance Division

SALARY GROUP: B15

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: 03/30/2012

POSITION #: 100121

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares statewide analysis of funding schedules; researches and reconciles insurance payments to Employees Retirement System (ERS) for Community Supervision Corrections Departments (CSCD); and coordinates annual expenditure estimates and proposed budget requests.
 - B. Prepares and maintains accounting documents and records to include financial reports, cost data, budget items, expenditures, and material receiving reports; and audits accounting and financial documents for accuracy and compliance with departmental and agency policies and procedures and with state and federal statutes.
 - C. Researches and reconciles discrepancies and reports findings; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - D. Oversees the department fixed assets and equipment inventory; assigns fixed asset numbers; ensures agency assets are accounted for; and conducts physical inventory of equipment and supplies.
 - E. Provides technical assistance to staff in performing accounting transactions; and assists CSCD in reconciling ERS insurance transactions.
- * 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 three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounting, accounting clerical, auditing, or budget preparation experience.
3. Computer operations 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 accounts payable operations, functions, and procedures.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable, accounting data, records, schedules, and reports.
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.

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to operate a 10-key calculator by touch.
14. Skill to research and resolve discrepancies and inquiries.

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.