

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II -  
Farm Office

SALARY GROUP: B15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division - Agribusiness, Land and Minerals

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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: Bobby Lumpkin DATE: 03/02/2018

POSITION #: 023238

**I. JOB SUMMARY**

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and 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. Coordinates office accounting operations to include offender and clerical staff activities; audits accounting and financial documents for accuracy and compliance with agency and departmental policies and procedures and state and federal statutes; prepares financial statements, spreadsheets, and reports; and prepares and processes general journal entries to include purchases, orders, cost data, and budget items.
  - B. Audits financial records and periodic reports for accuracy; researches and reconciles discrepancies and errors; and prepares and enters journals in an automated financial system.
  - C. Reviews departmental accounting records, expenditure, and expense records; and reconciles credit card statements, Lonestar payments, and Advanced Purchasing and Inventory Control Systems (ADPICS) receiving reports.
  - D. Classifies, codes, posts, and balances financial and accounting documents and records; and maintains financial records and files to include records retention documentation.
  - E. Prepares requisitions for departmental purchases; prepares documentation for payment authorization; and conducts and maintains inventory balances.
  - F. Provides technical assistance to departmental staff.
- \* 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, 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, auditing, bookkeeping, or statistical analysis experience.

**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of inventory and stock control methods and procedures.
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 interpret and apply rules, regulations, policies, and procedures.
7. Skill to review technical data and prepare technical reports.
8. Skill to prepare and maintain complex records and files in an automated system.
9. Skill to plan work in order to meet established guidelines.
10. Skill in problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill in the electronic transmission of communications.

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13. Skill to analyze, consolidate, and interpret financial data and work accurately with numerical detail.

14. Skill to research and resolve financial 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, climb stairs, 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, calculator, copier, fax machine, dolly, telephone, and automobile.