

**Opening Date:** Immediately  
**Number of Openings:** 1  
**Classification:** Non-Exempt  
**Closing Date:** Until Filled  
**Location:** Austin

**Posting number:** SML-309  
**Duration of Job:** Regular Full Time  
**Group/Class #:** B14/1012 or B15/1014  
**\*Salary:** B14 \$2,596 min - \$4,094 max  
B15 \$2,748 min - \$4,337 max  
\* Commensurate with qualifications and experience

**Military Specialty Codes:**  
**Army**-36B,89A,36A,36 **Navy**-LS,Logistics  
**Coast Guard**-SK,420,Admin & Sup Services  
**Marine**-3451,34 **Air Force**-6FOX1, 6F

Additional information on the SAO Military Crosswalk is available here:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

## DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

**JOB TITLE:** Accountant I/II

**JOB DESCRIPTION:** Performs entry-level to routine accounting work. Processes revenue deposits, accounts payable, travel vouchers and timesheets; makes entries in the Uniform Statewide Accounting System (USAS), the Uniform Statewide Payroll System (USPS), and other agency or statewide accounting systems as needed. Prepares or assists with preparation of monthly reconciliations and miscellaneous financial reports. Communicates regularly with staff on timekeeping, travel, payroll, and other accounting policies and practices. Reports to the Director of Administration and Finance. Works under close to moderate supervision with minimal to limited latitude for the use of independent judgment and initiative.

### EXAMPLES OF WORK PERFORMED:

- ◆ Prepares revenue deposits and refunds.
- ◆ Processes routine travel and accounts payable vouchers.
- ◆ Prepares entries to USAS, USPS and TINS as needed.
- ◆ Assists with preparation of financial reports and reconciliations.
- ◆ Performs other duties as assigned.

### GENERAL REQUIREMENTS:

- ◆ Experience in accounting or bookkeeping.
- ◆ Graduation from an accredited four-year college or university with major course work in accounting is generally preferred. Experience and education may be substituted for one another.
- ◆ Experience in a state agency and/or knowledge of governmental accounting is preferred. Knowledge of USAS, USPS, and TINS is preferred.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of fiscal accounting, travel policies and procedures, and state reporting requirements.
- ◆ Ability to read and interpret complex accounting policies and procedures.
- ◆ Proficiency with word processing and spreadsheet software.
- ◆ Excellent communication skills.
- ◆ Ability to meet time deadlines and handle multiple tasks.

### NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

*Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check.*

**HOW TO APPLY:**

Submit State of Texas application via Work in Texas or mail or submit in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application. Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>. For directions or to request physical accommodations call Gracie Diaz at 512-475-0614.

**E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.**

**Department of Savings and Mortgage Lending is an equal opportunity employer.**