

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

STATE AGENCY JOB VACANCY NOTICE

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

Posting Number: SML-388
Duration of Job: Regular Full Time
Group/Class #: B24/1022-B26/1024
Salary*: \$5,425 min to \$10,785 max
*Commensurate with qualifications and experience

Military Specialty Codes:
Army – 36A, 89A, 70C;
Navy – PS, 751X; **Coast Guard** – FIN10; **Marine** – 3451, 3404;3408 **Air Force** – 6FOX1, 65FX

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more.

Additional information on the SAO Military Crosswalk is available here:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

JOB TITLE: Accountant VI-VII – Chief Accountant

JOB DESCRIPTION: Performs advanced and supervisory (senior level) accounting work. Serves as the Chief Accountant for the agency. Responsible for the preparation of financial reports and agency budgets; establishing, maintaining, and overseeing accounting systems, procedures, and controls. Supervises the work of others. Reports to the Director of Operations. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. This is an Austin-based position. This position may offer a hybrid work schedule, with the opportunity to work remotely according to the Department's Teleworking Policy.

EXAMPLES OF WORK PERFORMED:

- ◆ Prepares and reviews purchase, travel, payroll vouchers, using CAPPs and USAS.
- ◆ Prepares and reviews general ledger accounting entries and reconciliation of financial transactions.
- ◆ Prepares financial statements and complex financial reports for executive management and oversight agencies.
- ◆ Prepares and coordinates the planning, development, and submission of the agency's annual financial report in accordance with Governmental Accounting Standards Board (GASB) and Office of the Comptroller of Public Accounts requirements.
- ◆ Prepare or assist with preparation of operating budgets, monitors actual revenues and expenditures, and compares to budgeted.
- ◆ Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- ◆ Develops and documents methods for the control of cash receipts, deposits, and disbursements; the documentation of claims for payment; and the preparation and processing of payrolls.
- ◆ Develops and documents accounting, budgeting, financial reporting, and internal control procedures to ensure compliance with agency policies, plans, and state and federal statutes and regulations.
- ◆ Supervises and trains others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in governmental accounting and financial reporting – minimum of 5 years for a VI, minimum of 7 years for a VII.
- ◆ Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is strongly preferred. Experience and education may be substituted for one another.
- ◆ Experience in using the Texas statewide systems CAPPs and USAS strongly preferred.
- ◆ Certified Public Accountant (CPA) or Certified Government Financial Manager (CFGM) a plus.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of financial administration and fiscal accounting; of governmental accounting.
- ◆ Knowledge of GAAP and GASB and their application.
- ◆ Knowledge of budget control methods, policies, and procedures; and of laws and regulations pertaining to fiscal operations.
- ◆ Skill in the use of office equipment, computers, and associated software applications.
- ◆ Ability to direct accounting programs, to budget funds, to set up accounting systems, to interpret laws and regulations, to apply accounting theory, to communicate effectively, and to supervise the work of others.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to interpret complex accounting policies and procedures.
- ◆ Ability to meet time deadlines.
- ◆ Ability to handle multiple tasks and work independently with moderate supervision.
- ◆ Ability to train others.

NOTE: The position may require on occasion 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.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

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 a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <https://www.workintexas.com>, or
- ◆ Email to humanresources@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>.

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

For directions or to request physical accommodations call Human Resources 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.