



Texas State Board of Public Accountancy

333 Guadalupe, Tower III Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

JOB VACANCY NOTICE

Job Posting No. 488	Number of Openings 1	Posting Date 09/23/2022	Closing Date Until Filled
Job Title Program Specialist I		State Classification (Salary Group) 1570/B17	

Starting Salary
\$3,500.00 to \$4,000.00 per month depending on qualifications

General Requirements			
Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	Yes
Travel required:	No	Agency Car Furnished:	No
Military Codes: Navy-641X, Marine-0521, Air Force-16GX, 60C0			

Education, Experience, and Abilities Required
Graduation from a four year college or university preferred. Skilled in the use of computer programs for maintaining records and written reports. Must have clear, concise verbal and written communication skills, and interpersonal and customer service skills. Able to operate, read, and retrieve information from established computer systems such as Microsoft Word, Excel, email programs, and internet operations. Skilled in multi-tasking. Position is 100% in-office.

Job Description
Performs complex evaluations, inspections of various applications to ensure compliance with the Public Accountancy Act, Board rules, and policies for individual Texas CPA's and their firms. Communicates effectively in writing, by email, telephone, and in person with licensees, co-workers, and the public. Gathers and analyzes data to meet Board requirements, prepare reports, and maintain records. Complies with established work requirements, standards, and ethics of the Board.

Monday through Friday from 8:00 a.m. to 5:00 p.m.

Application information
To apply: Complete a State of Texas Application for Employment form, FAX or mail the employment form to:

Personnel Division
Texas State Board of Public Accountancy
505 E. Huntland Dr. Suite 380
Austin, Texas 78752

FAX: (512) 305-7875

NON SMOKING AGENCY EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.