



**TEXAS STATE BOARD  
of PUBLIC ACCOUNTANCY**  
William Treacy, Executive Director

[www.tsbpa.texas.gov](http://www.tsbpa.texas.gov)  
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## JOB VACANCY NOTICE

<b>Job Posting No.</b> 490	<b>Number of Openings</b> 1	<b>Posting Date</b> 10/11/2022	<b>Closing Date</b> Until Filled
<b>Job Title</b> <b>Program Specialist I</b>			<b>State Classification (Salary Group)</b> 1570/B17

**Starting Salary**  
From \$42,000 to \$46,500 per year depending upon qualifications

<b>General Requirements</b>			
Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	No
Travel required:	No	Agency Car Furnished:	No
Military Codes: Navy-641X, Coast-PERS, Air Force-16GX, 60C0, 86M0			

**Education, Experience, and Abilities Required**  
Ability to utilize the internet to identify unlicensed persons offering accounting services to the public. Graduation from an accredited college or university with two years of related work experience preferred. Must be able to work independently of supervision. Must be able to effectively communicate verbally and draft correspondence.

**Job Description**  
Identify and investigate evidence of the unauthorized practice of public accountancy primarily through the use of the internet. Work with other state and federal agencies to identify possible violations. Review publications and other media sources for possible violations. Receive and process complaints from the public. Effectively communicate to the public on the status of the investigation and articulate what constitutes a violation of the Act. Work with individuals investigated to help them understand the requirements of the Act and the corrective action needed to come into compliance with the Act. Prepare written correspondence to the public and memoranda to Board staff detailing the violations and collecting evidence to support any violations of the Act. Provide litigation support in contested case hearings and in state district court.

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

Personnel Division  
Texas State Board of Public Accountancy  
505 E. Huntland Dr. Suite 380  
Austin, Texas 78732  
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.