



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

www.tsbpa.texas.gov

505 E. Huntland Drive, Suite 380
Austin, Texas 78752-3757

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F: (512) 305-7854
(512) 305-7875

JOB VACANCY NOTICE

Job Posting No. 497	Number of Openings 1	Posting Date 11/08/2023	Duration Until Filled
Job Title Accountant IV			State Classification (Salary Group) B19/1018

Starting Salary

\$2,356 – \$4,525 per month (based on a 25-to-30-hour work week)

General Requirements

Hours worked weekly: 25-30 License or registration required: No
Shift work required: No Job skills test required: Yes
Travel required: No Agency Car Furnished: No
Military Code: 36B/36A-Financial, F&S-Finance & Supply, FIN10-Finance, 3451 Finance,
3402/3404/3408/8844 Finance, 6FOX1/65FX-Financial

Education, Experience, and Abilities Required

Familiarity with accounting and bookkeeping principles; experience in accounting, bookkeeping, or general ledger type activities with at least one year of general accounting experience. Emphasis in state government accounting and knowledge of state purchase and travel regulations is preferred. Graduation from an accredited four-year college or university. Major course work in accounting, finance, or related field is preferred. Experience and education may substitute for one another. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems is preferred. Should be able to interpret and apply accounting theory to transactions; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data. Skilled with spreadsheet and word processing applications. Experienced in use of CAPPs, USAS, and/or MIP accounting software is preferred. Willingness to learn proactively and ask questions. Ability to communicate effectively both orally and in writing. Must be able to work well with all levels of staff and other state agency personnel.

Job Description

Reports to the Accounting Manager. Work is supervised by CPAs. Prepares monthly accounting entries in MIP. Reconciles cash, expenditures, and online credit card payments. Maintains enforcement penalty files and travel/per diem payable. Prepares purchase and travel vouchers. Reconciles agency property records. Cross-trains to fill in for other positions. Other duties as assigned.

Application information

To apply: Apply on workintexas.com or complete a State of Texas Application for Employment form. Email, fax, or mail the employment form and your personal resume to

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

Fax: (512) 305-7875
Email: mlagunas@tsbpa.texas.gov

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.

**Administration/
Accounting**
(512) 305-7800
accounting@tsbpa.texas.gov

CPE
(512) 305-7844
licensing@tsbpa.texas.gov

Enforcement
(512) 305-7866
enforcement@tsbpa.texas.gov

**Exam/
Qualifications**
(512) 305-7800
exam@tsbpa.texas.gov

Licensing
(512) 305-7853
licensing@tsbpa.texas.gov

Sponsor Review
(512) 305-7832
specprog@tsbpa.texas.gov