



**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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(512) 305-7875

JOB VACANCY NOTICE

<i>Job Posting No.</i>	<i>Number of Openings</i>	<i>Posting Date</i>	<i>Duration</i>
498	1	11/21/2023	Until Filled
<i>Job Title</i>		<i>State Classification (Salary Group)</i>	
Accountant III		B18/1016	

Starting Salary
\$2,658 – \$5,639 per month (based on a 30- to 40-hour work week)

General Requirements

Hours worked weekly: 30-40 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 preferred. Graduation from an accredited four-year college or university. Major course work in accounting, finance, or related field preferred. Experience and education may be substituted for one another. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems preferred. Should be able to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data. Skilled with spreadsheet and word processing applications. Experience in 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 comfortable with process improvement and a mostly paperless environment. Must be able to work well with all levels of staff and other state agency personnel.

Job Description

Processes daily revenue, enters purchase and travel vouchers in CAPPs, and prepares various correspondence. Prepares and processes journal entries in CAPPs and transactions and journal entries in MIP. Maintains accounting documentation in compliance with departmental, Comptroller of Public Accounts, and other applicable state government policies and procedures. Researches and reconciles discrepancies. 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