



JOB VACANCY NOTICE

Job Posting No. 513	Number of Openings 1	Posting Date 01/12/2026	Duration Until Filled
Job Title Accountant IV-Accountant V		State Classification (Salary Group) B20/1018 - B22/1020	

Starting Salary
\$4,801.00 - \$7,761.00 per month / Commensurate with experience

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 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

Minimum Qualifications

- Graduation from an accredited four-year college or university. Major coursework in accounting, finance, or a related field is preferred.
- Experience and education may be substituted for one another on a year-for-year basis, up to two years.
- Familiarity with accounting and bookkeeping principles.

Experience and Knowledge

- At least two years of experience in accounting, bookkeeping, or general ledger–related activities.
- Substantial knowledge of generally accepted accounting principles (GAAP) and procedures related to the maintenance of state accounting records and automated accounting systems.
- Knowledge of CAPPs Financials functions, coding, and processes, including journal entries, deposits, budgets, security, reports, and vouchers.
- **Preferred:** Knowledge of or experience supporting CAPPs Financials system upgrades, transitions, or major system enhancements.
- Experience with USAS is required; experience with MIP, TINS, and SPA is preferred.
- Knowledge of state travel and purchasing regulations.

Skills and Abilities

- Ability to interpret and apply accounting theory to financial transactions.
- Strong analytical skills, with the ability to analyze, consolidate, and interpret accounting data accurately and with attention to detail.
- Proficiency in word processing and spreadsheet applications.
- Ability to manage multiple priorities and meet numerous deadlines.
- Effective verbal and written communication skills.
- Willingness to learn proactively, ask questions, and adapt to new processes.
- Ability to work collaboratively and communicate effectively with all levels of staff and other state agency personnel.

Work Schedule

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



Job Description

Reports to the Accounting Manager. Prepares monthly accounting entries in MIP. Reconciles cash, expenditures, and online credit card payments. Performs or assists with various reconciliations; reporting; funds transfers; budgets; journal entries; and other entries into USAS, CAPPs, and MIP. Helps research and resolve accounting issues and questions. Prepares purchase and travel vouchers. Cross-trains to fill in for other positions. Other duties as assigned.

Application information

To apply: Apply on workintexas.com, complete a State of Texas Application for Employment Form, and submit a resume. 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) 305-7854

Email: administration@tsbpa.texas.gov
www.workintexas.com

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.

Job 513 Accountant IV-V