



JOB VACANCY NOTICE

Job Posting No. 512	Number of Openings 1	Posting Date 10/9/2025	Duration Until Filled
Job Title Accountant V or Accountant VI (Lead)			State Classification (Salary Group) B22/1020 or B24/1022

Starting Salary \$5,542.38 - \$8,100 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
Graduation from a four-year college/university with major course work in accounting, finance, or a related field. Full-time accounting or closely related experience may substitute for education on a year-for-year basis up to two years. Experience in accounting, bookkeeping, or general ledger with at least four years of general accounting experience. In addition to the responsibilities below, the Accounting VI (Lead) performs highly complex (senior-level) accounting work. 4+ years of progressive accounting/finance experience is common for lead roles. Lead, supervise, and mentor a team of accountants, including assigning tasks, reviewing work, coaching, performance evaluations, and training. Ensure consistency and accuracy across multiple accounting systems (e.g. Uniform Statewide Accounting System (USAS), business systems) and reconcile discrepancies. Preferred experience entering transaction data into USAS or journal entries into a different accounting system. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. The Accountant V performs highly complex (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analyses and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls. May supervise the work of others. Knowledge of CAPPS Financials functions, coding, and processes, including journal entries, deposits, budgets, security, reports, and vouchers. Experience preparing state agency annual financial reports. Experience with MIP/TINS/SPA is preferred, and minimum of two year experience with USAS is required. Preferable knowledge of state travel and purchase regulations. Proficiency in accounting and bookkeeping principles; substantial knowledge of generally accepted accounting principles and procedures affecting the maintenance of state accounting records and automated accounting systems. Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data. Ability to monitor and meet numerous deadlines. Willingness to learn proactively and ask questions. Ability to communicate effectively both orally and in writing. Proficient with word processing and spreadsheet applications. Must be able to work well with all levels of staff and other state agency personnel. Monday through Friday from 8:00 a.m. to 5:00 p.m.

**Job Description**

Reports to the Accounting Manager. May supervise the work of others. Prepares accounting entries in MIP. Assists with the annual financial and nonfinancial reporting processes and other fiscal year-end and new-year duties. 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 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) 305-7854

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 512 Accountant V-VI