



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Staff Accountant in the Financial Administration Division

<b>Job Posting Number:</b> 18-006	<b>State Classification:</b> Accountant III
<b>Division:</b> Financial Administration	<b>Posting Date:</b> July 31, 2017
<b>Department:</b> Accounting	<b>Application Deadline:</b> Open Until Closed By Division
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Date Available:</b> Earliest start date for this position is September 1, 2017
<b>Starting Salary:</b> \$3,350.00 - \$3,750.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Performs general accounting work. Work involves maintaining, preparing, and verifying accounting records and documents. Assist in the development of program standards and guidelines to ensure timely and accurate processing of all accounting transactions. Provide administrative support to Accounting section. Works under general direction and supervision with limited latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Responsible for maintaining cash receipt log and accounting for all Department receipts.
- Responsible for timely and accurate data entry of payee information into the cash receipt log.
- Responsible for timely and accurate data entry of deposit confirmations into the cash receipt log.
- Coordinate with Revenue Accountant to resolve discrepancies in monthly cash receipt report.
- Coordinate with Revenue Accountant in processing daily Manufactured Housing deposits.
- Assist in updating and monitoring Invoice Tracking System for invoices received.
- Assist in the review and maintenance of scanned electronic accounting records.
- Assist in the mailing of disbursing payments and notifications of reimbursements.
- Assist in the mailing of loan and fee billings.
- Assist in processing, collating and distributing monthly trustee bank statements.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Financial Administration Division, including performing risk assessments of the Financial Administration Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Other duties as assigned.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS



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- Experience in the administration of a program relevant to assignment. Graduation from an accredited four-year college or university with major course work in a related field required. Experience and education may be substituted for one another on a year for year basis.

## FACTORS

### KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of generally accepted accounting principles and procedures.
- Working knowledge of automated accounting systems.
- Ability to interpret program rules, regulations, and policies and procedures.
- Ability to plan, organize and coordinate work with others; exercise sound judgment and discretion in compliance with the Department's established policies and procedures.
- Ability to process high volume with accuracy and efficiency in order to meet overlapping deadlines.
- Must have strong written and oral communication skills.
- Must have strong data entry skills and attention to detail.
- Skill in the use of personal computers, MS Word and MS Excel, and related office equipment.

### PHYSICAL REQUIREMENTS:

- Ability to lift up to 10 lbs.
- Normal work environment.
- Must be able to sit for long periods of time.

### OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

## TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

### ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.



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Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.