



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

Employment Announcement

Staff Accountant in the Financial Administration, Accounting Division

Job Posting Number: 18-034	State Classification: Accountant III/1016
Division: Financial Administration	State Pay Grade: B17
Department: Accounting	Posting Date: February 26, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$3,350 - \$3,750 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs moderately complex accounting work, including processing deposits, data entry, and assignments in classifying, posting, balancing, and summarizing financial transactions. Work involves setting up and maintaining controls and records of financial transactions. Works under the supervision of team leader with latitude for independent technical judgment in the accomplishment of more standardized phases of work. Other Functions include performing responsible administrative work.

SPECIFIC JOB FUNCTIONS

- Responsible for processing daily deposits in a timely and accurate manner into respective accounts, which entails establishing and maintaining lines of communication with various department programmatic areas.
- Responsible for timely and accurate data entry of journal entries generated by accountants.
- Responsible for processing, collating and distributing monthly trustee bank statements.
- Responsible for coding and entering financial activity from Trustee Statements.
- Responsible for preparing trial balances, substantive financial reports, special exhibits, and/or audit schedules.
- Responsible for accepting wires and doing bank run.
- Assist in drafting Letters of Instruction to pay invoices, transfer funds, and make corrections in a timely and accurate manner.
- Assist in the mailing of disbursing payments and notifications of reimbursements.
- Assist in planning accounting and clerical work procedures.



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

- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and its affect in their individual program areas including performing risk assessment of their program area's significant business processes and identifying and communicating control processes and steps to mitigate unacceptable risks.
- Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- 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

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

OTHER:

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



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

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.

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.

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.