



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

Senior Accountant in the Financial Administration, Accounting Division

Job Posting Number: 18-035	State Classification: Accountant VI/1022
Division: Financial Administration	State Pay Grade: B23
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: \$5,425 - \$5,834 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly advanced (senior-level) accounting work. Work involves implementing, establishing, maintaining accounting systems, procedures and controls. Coordinates complex accounting and budgeting activities. Performs a variety of financial analyses and reports results. Directs the allocation of funds and enhances accounting systems. Work is performed under minimal direction with extensive latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Conducts continuous reviews and analyses of internal controls and financial data in controlling the expenditure of funds and evaluates general ledger maintenance to ensure timely and accurate financial reporting.
- Assists with formulating and revising Departmental Accounting policies and procedures in accordance with statute and generally accepted accounting principles.
- Plans, organizes, and establishes financial controls for new functions and projects.
- Assists in the preparation of the Annual Financial Report in accordance with the Comptroller's Reporting Requirements and generally accepted accounting principles and the compilation of Legislative Appropriation Request.
- May assist with the development of general ledger control and reconciliation reports and queries.
- Participates in highly technical projects related to the Department's audits.
- Interprets and implements federal/state rules and regulations; Comptroller Manual of Accounts; and the General Appropriations Act.



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- Performs highly advanced work employing the agency's PeopleSoft Financial Systems. Serves as functional subject matter expert with Information Technology on PeopleSoft issues. Responsible for providing training to other accountants and troubleshooting daily transactions, queries and report questions.
- Interacts with Information Technology personnel to evaluate, maintain, upgrade, and user test the PeopleSoft Financial Systems.
- May monitor and analyze appropriations and budgets on both state and federal funds to determine the availability of funds and cash position.
- Coordinate with various program staff to adhere to compliance with program specific rules and regulations.
Performs related work as assigned
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Financial Administration Division, including performing risk assessments of the Financial Administration Division high impact processes and identifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in accounting or finance or a related field is required. Experience and education may be substituted for one another on a year for year basis.
- Five (5) additional years of progressively responsible experience in governmental accounting required.
- Experience in federal grants management policies, procedures and regulations are preferred.
- Experience in the compilation of the Annual Financial Report and familiarity with the Comptroller's Reporting Requirements is preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Require working knowledge in Uniform Statewide Accounting System ("USAS") and/or PeopleSoft Financial Systems (8.8/9.2 versions).
- Require working knowledge of processing screens found in the USAS, including profile, inquiry, and transaction entry screens.
- Working knowledge of USAS control reports.
- Working knowledge of accounting and budget control concepts and procedures.
- Familiarity with USAS transaction codes and balance types used in the processing of deposits, expenditures, revenue, budgetary, and transfer transactions.



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- Working knowledge of personal computers, Microsoft Word, and Excel. Working knowledge of Generally Accepted Accounting Principles and procedures.
- Should have the ability to analyze, consolidate and interpret accounting data in a clear and concise manner; to perform complex accounting transactions; to understand, interpret, and follow Department policies and procedures; and to interpret and apply complex accounting theory.
- Should have the ability to analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, rules, and regulations; and the ability to communicate effectively orally and in writing.
- Ability to maintain effective working relationships with administrative personnel of other organizational units within the Department, with other state agencies and the federal government.

PHYSICAL REQUIREMENTS:

- 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.

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.



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- 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.