



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

Accounting Assistant in the Financial Administration, Accounting Division

Job Posting Number: 18-046	State Classification: Accountant I/1012
Division: Accounting	State Pay Grade: B14
Department: Financial Administration	Posting Date: June 1, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$1,979.16 - \$2,083.33 mo.	Duration: Regular Part Time – 25 Hours Week
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

This position is a Regular Part Time position working 25 hours a week

Performs entry-level 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. Review and ensure Department's Work under close supervision, with minimal latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Assists Grant Accountants in processing purchase vouchers for subcontracted federal and state programs with different program years. This includes verifying backup documentations, comparing incoming vouchers to budgeted and reported expenditures, ensuring the accuracy of the voucher, and approving payments.
- Assists Grant Accountants in maintaining all contracts and projects on the agency's PeopleSoft Financial Systems (PS).
- Assists Grant Accountants in maintaining and tracking all grant draw downs and reported expenditures by sub-recipient and by funding sources.
- Assists Grant Accountants in process daily deposits in a timely and accurate manner into respective accounts, which entails establishing and maintaining lines of communication with various department programmatic areas.



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- Assists in reviewing and maintaining the scanned electronic accounting records of all cash receipts within the Department.
- Assists in mailing or disbursing payments and notifications of reimbursements.
- Performs data entry into the Uniform Statewide Accounting System (USAS) and the Department's PeopleSoft Financial Accounting System. The process may include verification of data from a variety of documents and the preparation of payment vouchers.
- May prepare expenditures transfer vouchers as needed to correct coding errors.
- Keeps abreast of State and Federal legislative changes which affect the management and accounting for Federal funds, special state funds and appropriations by attending Texas Comptroller Classes and other conferences.
- Prepares related work as assigned.
- 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 is preferred. Experience and education may be substituted for one another on a year for year basis.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles and procedures.
- 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.



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- 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](#)

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.



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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.