



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 Coordinator in the Financial Administration, Accounting Division

Job Posting Number: 19-001	State Classification: Accountant I/1012
Division: Accounting	State Pay Grade: B14
Department: Financial Administration	Posting Date: August 16, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 3,350 – \$3,600 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs entry-level accounting work. Work involves entering, verifying, researching, correcting or retrieving information from a computer system. May handle high volume of checks and/or warrants daily. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Performs data entry into the Uniform Statewide Accounting System (USAS) and the Department's PeopleSoft/CAPPS Financial Accounting System. The process may include verification of data from a variety of documents.
- Sorts, arranges and files materials by predetermined categories. Stores all vouchers and journals in the Department's electronic master file.
- Controls and processes incoming invoices, vouchers and checks. Classifies and codes financial documents.
- Maintains accounting records by scanning purchase requests, travel vouchers, POs, invoices and requisitions for the agency's electronic filing system.
- Assists with archival work that includes: locating records, record transfers and record retrieval.
- Utilizes the Texas Identification Numbering System (TINS) for research, history and vendor information and update vendor information if necessary.
- Responsible for direct deposits and mailing warrant vouchers.



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- Transports documents, picks up warrants and delivers deposits to the Comptroller's Office and local bank.
- Responsible for monitoring due dates of reports, surveys, Board meeting submissions and other information requests.
- Assist in the compilation of the Annual Financial Report by editing, printing, collating and organizing drafts and generation of final report.
- Serves as backup for the maintenance of the Department's cash receipt log by updating payee information.
- Serve as backup in assisting the processing of 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 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.
- Performs other duties as assigned.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the [Financial Administration, including performing risk assessments of the [Accounting section's] high impact processes and identifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Four years experience in accounting or bookkeeping. Graduation from an accredited four-year college or university with major course work in accounting is generally preferred. Experience and education may be substituted for one another. USAS and/or PeopleSoft experience preferred. Experience generating reports using Microsoft Word, Excel and Adobe Acrobat is preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of USAS and PeopleSoft/CAPPS data entry and general clerical practices.
- Knowledge of accounting practices and procedures, and of purchasing methods and procedures.
- Ability to perform a series of procedural steps; to detect and resolve error condition; and to perform work which involves entering and verifying a variety of documents.



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- Skill in the use of personal computer and related office equipment inclusive of Microsoft
- Ability to code and classify accounting documents.

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.
- 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.



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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.