



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

### Accounting Technician in the Manufactured Housing, Budget & Planning Division

<b>Job Posting Number:</b> 19-009	<b>State Classification:</b> Accounting Technician II/1002
<b>Division:</b> Budget & Planning	<b>State Pay Grade:</b> A13
<b>Department:</b> Manufactured Housing	<b>Posting Date:</b> October 3, 2018
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Application Deadline:</b> Open Until Closed By Division
<b>Starting Salary:</b> \$ 2,453.25 mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Perform complex technical accounting work, data entry, funds handling, and administrative support work. Work involves performing detailed assignments in recording, classifying, examining and verifying documents. Also involves handling large amounts of cash, checks and money orders. Assist in the preparation of daily deposits. Work under general supervision with moderate latitude for the use of initiative and independent judgment

#### SPECIFIC JOB FUNCTIONS

- Reviews applications and sorts and classifies receipts from the mail room.
- Ensures that all checks, money orders or cashier's checks are valid by verifying the payee names, dates of the payments and signatures.
- Endorses checks, cashier's checks and money orders.
- Codes and posts the receipts in the Manufactured Housing Cash Receipts System (Exodus) according to the Program Activity Codes list.
- Determines correct amount to apply to cash receipts and enters data in Cash Receipts System (Exodus).
- Ensures that all payments are removed from envelopes and kept secure.
- Separates documents from checks for distribution to applicable sections.
- Generates daily summary reports from the Cash Receipts System (Exodus).
- Assists with reconciliation of the receipts recorded in the Cash Receipt System (Exodus) and mail room log.



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- Verify Cash Receipts Logs for deposits to the Department's Client Server Accounting System (CSAS).
- Performs related work as assigned.
- Process and keep records of Returned Receipts.
- Receives, stamps, sorts, logs, and delivers Division's received, money/non-money mail and overnight packages.
- Provides professional research and reference services, generally within established time frames, and may determine responsibility for errors or make recommendations for correction.
- May assist with developing training materials, training others, and supervising temporary employees.
- May maintain statistical data for reporting to supervisor monthly.
- May assist with developing Standard Operating Procedures for Cash Receipts and mail handling.
- Meets section plans, goals, and objectives as agreed and set by management.
- Interacts with staff, industry, and the public in a positive professional manner.
- Represents the section in such a way as to instill public confidence and trust.
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and its effect 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.
- Keeps the supervisor informed of on-going activities, errors detected when filing, as well as critical matters affecting the operations and well being of the section.
- May perform work in other sections as needed.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a standard senior high school supplemented by college course work in accounting is generally preferred. Experience in bookkeeping or general clerical work involving data entry is preferred. Experience and education may be substituted for one another.

#### OTHER FACTORS

**Knowledge, Skills, and Abilities:**



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- Skilled in the use of personal computers, electronic data and word processing equipment and software, such as Windows, Microsoft Word and Excel.
- Knowledge of the division's administrative rules, policies, and procedures.
- Ability to interpret and explain Department policies and procedures and train others.
- Ability to review work for accuracy, to accurately perform numerical detail work, and to make arithmetical computations.
- Ability to train and supervise the work of others.
- Ability to conduct research of hard copy and electronic records, maintaining confidentiality

#### PHYSICAL REQUIREMENTS:

- Must be able to lift up to 15 lbs

#### 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.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.



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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.