

October 1, 2009

JOB OPENING

Position Title: Accountant I

State Position Classification: Class. No. 1012/B14

Starting Salary Range: \$34,000.00-\$36,000.00

Required Travel: As needed

Location: Temple, Texas

GENERAL DESCRIPTION

Performs entry-level accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, or reports. May specialize in some phase of accounting work such as purchasing, federal funds accounting, property and equipment control, cost, payroll, and budgeting. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements, reports, schedules, and exhibits; and prepares and/or processes general journal, payment, cash, purchase, travel, and related vouchers.

Audits accounting and financial documents for accuracy and compliance with policies and procedures and with state and federal statutes.

Classifies codes, posts, and balances financial accounting documents and records.

Receives cash, prepares deposit slips, and maintains cash control records.

Sets up and maintains accounting controls and records, and maintains accounting files and reports.

Assists with researching and reconciling accounting discrepancies and reports findings.

May conduct an annual inventory of equipment and property.

May check and audit timekeeping records for compliance with established standards.

May prepare monthly status analysis of fund balances and expenditures.

May prepare special reports on payroll, estimates, cost data, and budget items.

May travel to Austin to attend training and obtain certifications on statewide accounting systems and state purchasing procedures.

May travel statewide as needed to assist with implementation of Agency programs.

Performs other activities as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Familiarity with accounting or bookkeeping principles is required.

Graduation from an accredited four-year college or university with major course work in accounting or business related field or an Associates Degree from an accredited college with major course work in accounting or business related field is required along with a minimum of 2 years experience in accounting or business.

Background and experience in Agriculture is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

Must be able to safely and legally operate a motor vehicle

Must be able to safely accomplish moderate lifting (up to 50 lbs.)

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability, or veteran's status.

For additional information, visit our website at www.tsswcb.state.tx.us or contact:

Human Resources Department
State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503