

Opening Date: September 23, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-02
Monthly Salary: \$2,595.34 - \$3,895.00*
Group/Class: B14/1012 or B15/1014
Travel %: 5%
Division/Department: Finance / PAPT&R/Payroll, Accounts Payable & Travel
Number of Positions: 1
**Salary commensurate with experience and qualifications*

JOB VACANCY NOTICE

Accounts Payable Accountant (Accountant I/II)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36A - Financial Manager, 65FX – Financial Management, SK - Storekeeper, 310X – SC-Supply Corps Officer, 3451 - Financial Management Resource Analyst or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf.

Job Description Summary

Performs entry-level to routine (journey-level) accounting work. This position may prepare, audit, and reconcile invoices, travel, purchase orders, contracts and receiving documentation. Responsible for verifying that all necessary and required supporting documentation is available for all payments. This position may reconcile, research and resolve discrepancies identified. Responsible for tracking invoices into the expenditure log and routing appropriately. Assists with other disbursement as requested by management. Provides general support on special projects as assigned. May train others. Works under close to moderate supervision with minimal to limited latitude for the use and initiative and independent judgment. Reports to the Manager of the Payroll, Accounts Payable, Travel & Revenue Department.

Essential Job Functions

- Prepares, audits, and reconciles invoices, purchase orders, travel, contracts and other related vouchers.
- Tracks and monitors balances of contracts and/or purchase orders.
- Maintains invoice and contract logs.
- Reconciles contract balances.
- Reviews and records routing contracts.
- Inputs accounting entries into Micro Information Products (MIP), Uniform Statewide Accounting System (USAS) and Texas Trust Portal (TTP).
- Ensures vendors are accurately set up in Taxpayer Identification Number System (TINS) documentation.
- Responds to vendor customer service needs or internal staff regarding payment issues.
- Coordinates coverage of functions related to individual job responsibilities prior to requesting time off.
- Participates in independent job-related research and demonstrate initiative when seeking solutions to issues.
- Composes a centralized work manual for tasks and responsibilities.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

Posting number 21-02

- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Finance, Economics, Accounting, Business Administration
- Accountant I - One year of accounting and financial operations experience.
- Accountant II - Three years of accounting and financial operations experience.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Previous State of Texas government accounting experience.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Accounting department; and of the principles and practices of public administration.
- Knowledge of or experience with accounting software such as MIP, USAS, MS Excel, CAS, and TTP.
- Knowledge of and experience with State of Texas payment processing.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to work accurately and independently with numerical details in a high-volume setting.
- Ability to communicate effectively both verbally and in writing.
- Ability to work efficiently and independently in a dependable, organized and productive manner to arrange workload plans to meet schedules and deadlines.
- Ability to streamline processes, provide ideas and feedback for improvement.
- Ability to resolve issues with payment processing.

Job Vacancy Notice (cont.)

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Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.