

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 21-0423

JOB TITLE: Accountant IV-V

MONTHLY SALARY: \$4,633.34-\$5,171.25

POSTING DATE: June 8, 2021

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Senior Accountant

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) is looking for a service minded and motivated Senior Accountant for the Financial Management Department. As the Senior Accountant, you will monitor all agency fiscal budgets and transactions. You will prepare required financial reports including the Legislative Appropriations Request (LAR), Operating Budget, and Performance Measures. You will be responsible for ensuring timely and accurate payments and preparing other financial documents and reports. We are looking for a critical thinker who can effectively communicate with internal and external stakeholders, interpret and apply accounting theory, and also has familiarity with Uniform Statewide Accounting System (USAS). If you are a strong accountant and are interested in serving the state of Texas, please apply to join our agency.

ESSENTIAL JOB FUNCTIONS

Prepares and/or processes general journal entries; to establish budget, transfer funds, and other transactions

Prepares different Legislative Budget Board (LBB) reports including the Legislative Appropriations Request (LAR), Operating Budget, and Performance Measures

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on payroll, estimates, cost data, and budget items

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures

Reviews agency accounting records, such as expenditure, fund, appropriation, expense, and revenue collection records, and ensures agency assets are accounted for properly

Prepares, posts, codes and reconciles financial statements and/or documents

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Researches and reconciles discrepancies in accounts, vendor invoices, or appropriation balances; and reports findings

Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures

Prepares reconciliations between the various SORM financial systems

Helps with the calculation and distribution of Assessments

Trains other as needed

Performs related work as assigned

Maintains knowledge of medical cost containment billing, deposits, cancellations and payment distribution for the claim fund

Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards

Ensures security and confidentiality of sensitive and/or protected information

Accountant V- all the above functions for Accountant IV PLUS

Checks accounting operations in progress, and reviews and audits completed financial records for accuracy and conformance with legal and departmental procedures and regulations

Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records, and ensures agency assets are accounted for properly

Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

Assists in the preparation of budget projections and revisions

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university; may substitute experience in accounting and finance or a closely related field for education on year- for- year basis

Experience in accounting and financial operations

Uniform Statewide Accounting System (USAS) Experience

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

Knowledge of budget controls, and of purchasing methods and procedures

Skill in effective oral and written communication

Skill in exercising sound judgment and effective decision making

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, to communicate effectively, and to train others

Skill in using a computer for word-processing and data entry/retrieval

Skill in using Microsoft Word

Proficient in using Excel spreadsheets [Excel Test to be performed at interview]

Ability to work 8 a.m. – 5 p.m., Monday through Friday

Ability to work cooperatively with others in a professional office environment

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to provide excellent customer service

Accountant V- all the above qualifications for Accountant IV PLUS

One additional year of experience in accounting and financial operations

PREFERRED QUALIFICATIONS

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Education: Graduation from an accredited four-year college or university with a concentration in accounting, finance or a related field.

State of Texas Experience

Knowledge of Texas state procurement and travel policies and procedures

Tax Identification Number System (TINS) Experience

CAPPS Experience

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER