

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0434

JOB TITLE: Accountant III

MONTHLY SALARY: \$4,583.34-\$4,583.34

POSTING DATE: February 10, 2022

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

WORKING TITLE: Accountant

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) is a diverse and inclusive organization looking for an experienced Accountant who will prepare financial statements, records, documents, and reports. You will join a collaborative team of accounting professionals where staff work together to support the operations of the Financial Management department. As one of our key missions, SORM acts as the workers' compensation provider for client state entities. Your work will include reconciling claims fund activity, identifying discrepancies, analyzing fund balances and expenditures, and assisting with important legislative reports. Our department is full of self-motivated and curious accounting government professionals, and we are hoping to add a like-minded individual to our team. This person will work closely with the Chief Financial Officer to provide our clients with the best level of service. SORM is a unique state agency. We serve the public by directly serving other state entities with their workers' compensation claims, insurance and risk management programs, and continuity of operations (COOP) plans. SORM's unique culture embraces communication, creativity, and critical thinking. We hire results-oriented, curious, innovative, and adaptable people with a strong desire to help our clients, and one another, succeed. SORM continually seeks to enhance the agency's expertise and service by hiring talented people whose aspirations align with the Office's vision. If you are a service-minded professional looking for the stability of state service, we would love to visit with you. As a state employee, you are automatically enrolled in the state's retirement plan, and are eligible for additional health insurance benefits. Level of Complexity of State Classification: Moderately Complex Level of Supervision of State Classification: Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

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

Performs and analyzes reconciliations to deposits, cancellations, and administrative and claims fund activity, identifying discrepancies

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 and state and federal statutes

Assists with in the preparation of all fiscal and budgetary required reports, schedules, exhibits and processes, including biannual assessments to clients, board presentations and

Legislative required reports such as the Performance Measures, Legislative Appropriation Request, and the Operating Budget.

Performs Reconciliations of complex invoices for our Medical Cost Containment Services

Performs accounting batch activity work

Prepares, processes, and validates journal vouchers, accounting, documents, invoices, and transactions

Performs routine level accounting duties and data entry with accuracy

Prepares periodic analysis of fund balances and expenditures

Provides consultation and assistance to agency projects including system enhancements and changes

Monitors fund activity and prepares corrections as necessary

Research and reports on specialized projects for the department director and division chief

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

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Assists with the processing of purchase requests

May train others

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Two years of full-time experience working in accounting, finance, procurement, or closely related field

Experience in Microsoft Excel and word

Knowledge of fiscal programs; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication {writing sample will be administered at the time of interview}

Skill in exercising sound judgment and effective decision making

Ability to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory, and to communicate effectively

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

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

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Graduation from an accredited four- year college or university with a concentration in accounting, finance or a related field; related experience may be substituted on a year for year basis

Experience in Texas state government

Experience working with USAS and TINS

Experience working with CAPPs Financials

Certification as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).

TRAVEL

5%

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