

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 22-0435

**JOB TITLE:** Accountant II

**MONTHLY SALARY:** \$3,762.50-\$3,762.50

**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 state agency looking for an Accountant to serve as the agency's purchasing liaison. In this role, you will work with staff and vendors to help purchase items for the agency in accordance to the State of Texas Procurement and Contract Management Guide. 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 staff in the department to verify items are received and paid correctly. You will join a collaborative team of accounting professionals where staff work together to support the operations of the Financial Management department. 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: RoutineLevel of Supervision of State Classification: Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

Function Description

Prepares purchase requisitions and audits them for accuracy

Reviews vendor invoices for accuracy and compliance with state law and agency policy. Communicates with vendors and staff as necessary

Helps finds items for the agency in accordance with the Comptroller's purchasing and contract management handbook

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

Assists the other accountants with budget duties as need

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

Assists in reviewing deposits, cancellations, and financial documents for accuracy

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

Assists with maintaining files for all accounting documents

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

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

One year 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 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

Knowledge of State Purchasing Policies and Procedures manual

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](http://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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf).

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER