

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0481

JOB TITLE: Accounting Technician II

MONTHLY SALARY: \$3,267.44

POSTING DATE: February 24, 2022

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

WORKING TITLE: Accounting Tech

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management is a diverse and inclusive state agency looking for an entry level Accounting Technician. As an Accounting Tech, you will join a collaborative team that handles the accounts payable for our workers' compensation fund. Your work will involve handling negotiable items, deposits, cancellations, dissemination of information, maintaining files, processing warrants and direct deposit payments for distribution to parties of a workers' compensation claim, and other administrative support duties. You will work in programs like Microsoft Word and Excel, Uniform Statewide Accounting System (USAS), Tax Identification Number System (TINS), CAPPs Financials, and other accounting programs. This person is expected to perform highly complex technical accounting and fiscal functions. 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. 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.

ESSENTIAL JOB FUNCTIONS

Ensures medical provider warrants and electronic payments are matched with the corresponding Explanation of Benefits daily.

Ensures indemnity benefit warrants and electronic payments are matched with the corresponding Explanation of Benefits daily.

Explanation of Benefits for medical bills that are reduced to zero paid, are distributed to the proper party per Division of Workers' Compensation (DWC) rules and regulations within two business days of receipt.

Responds to Returned Mail.

Prepares Expenditure/Cash Flow for both Claims and Administrative Funds.

Responds to Inquiry letters and Requests for Explanation of Benefits.

Responds to phone and other claim fund inquiries.

Prepares checks for deposit, processes direct deposit reversals and Automated Clearing House (ACH) Returns

Processes cancellations vouchers and the associated data entry

Prepares spreadsheets for reconciliation, production and data analysis purposes

Maintains knowledge of accounting and finance.

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

Education: Completion of ninety credit hours from credit hours (three years) from an accredited college or university; may substitute three years full-time general office, clerical or closely related experience for required education.

Experience: Microsoft Excel and Word

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

Skill in effective oral and written communication [Writing sample administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Ability to prioritize and effectively manage time

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a collegial office environment

Ability to handle stressful situations.

Ability to provide excellent customer service

Ability to work 7:30am -4:30pm or 8am – 5pm, Monday through Friday

Ability to work overtime as needed and in compliance with the FLSA

Ability to lift 25 lbs.

PREFERRED QUALIFICATIONS

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

Experience with the State of Texas

Experience working with Uniform Statewide Accounting System (USAS) and Tax Identification Number System (TINS)

Experience working with CAPPs Financial

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