

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 00051287

JOB TITLE: Accountant I

MONTHLY SALARY: \$4,042.55

POSTING DATE: 07/17/2025

LOCATION: 300 WEST 15TH STREET, 6TH FLOOR, AUSTIN 78714

WORKING TITLE: Accountant

DEPENDING ON QUALIFICATIONS

DURATION: UNTIL FILLED

GENERAL DESCRIPTION

The State Office of Risk Management is looking for an entry level Accountant. As an Accountant I, you will join a collaborative team that handles accounts payable and receivable transactions for our workers' compensation fund. Your work will involve handling negotiable items, deposits, cancelations, 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, Risk Management Information System (RMIS) and other accounting programs. This person will perform 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's core missions are customer service oriented. We administer the workers' compensation program, insurance and risk management programs, and continuity of operations program for other state entities. SORM's unique culture embraces communication, creativity, and critical thinking. We are seeking results-oriented, curious, innovative, and adaptable staff with a strong desire to help our clients, and one another succeed. If you're looking for a fulfilling career in public 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: Entry-Level

Level of Supervision of State Classification: Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

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

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

Explanation of Review 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.

Processes cancelations and enters them into CAPPs, Treasury Operations System and RMIS Claims System.

Processes checks for deposit, direct deposit reversals, and Automated Clearing House (ACH) Returns within three business days; entering them into Access and RMIS Claims System as applicable.

Prepares, processes, receives, and distributes agency supplies.

Responds to phone and other claim fund inquiries.

Prepares spreadsheets.

Responds to Returned Mail.

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 sixty credit hours (two years) from an accredited college or university; may substitute two 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 exercising sound judgment and effective decision making.

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).

SORM IS AN EQUAL OPPORTUNITY EMPLOYER

State Office of Risk Management

Job Announcement

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: Andrew Velasquez, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf

SORM IS AN EQUAL OPPORTUNITY EMPLOYER