

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400
<http://www.tsbde.texas.gov>

ACCOUNTANT I

Position: Accountant I	Salary: \$2,600 to \$3,100 per month (\$31,200 - \$37,200 annually)
Classification Number: 1012 Group: B14	Posting Date: May 25, 2022
Listing Number: 504-22-016 FLSA Status: Non-Exempt	Closing Date: Until Filled
Contact: Human Resources at HR@tsbde.texas.gov	

GENERAL DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. The agency currently is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

This position performs entry-level accounting work for the Finance Division. Work involves maintaining, preparing, posting and balancing accounting and financial statements, records, documents or reports. Work involves purchasing and procuring commodities, equipment and services using guidelines, rules, policies and laws. Must be a dependable, reliable, team oriented, self-motivated individual who has the ability to adapt to change. Full time employment (40 hours per week) is required. Works under moderate supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Prepares daily revenue batches for all money received by mail.
2. Opens and processes mail accordingly.
3. Creates purchase orders (PO) and orders merchandise, supplies and equipment using guidelines, rules, policies and laws.
4. Prepares, reviews and tracks purchase orders.
5. Prepares and reviews bids and orders to verify accuracy, terminology and specifications.
6. Audits invoices and checks for accuracy, receipt of material and compliance with purchase orders.
7. Tracks the status of purchase orders.
8. Responds to phone and email inquiries from requesters and other staff regarding status of POs and the delivery of goods or services.
9. Processes receipts of purchases.
10. Maintains and reviews various purchasing and procurement reports and records and maintains accurate and well organized files and records.
11. Assists with making agency travel accommodations and processing travel vouchers in accordance with the Texas Procurement and Support Services (TPASS).
12. Successfully completes and supports Historically Underutilized Business (HUB) outreach and participates in procurement related events.
13. Maintains division logs, files and reports.
14. Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Experience with accounting systems, including but not limited to Uniform Statewide Accounting System (USAS) and Centralized Accounting and Payroll/Personnel System (CAPPS);
Experience in handling financial transactions, including but not limited to accounts payable, travel or accounting at a Texas state agency or university.

PREFERRED QUALIFICATIONS:

Graduation from an accredited four-year college or university with major coursework in business, public administration or a related field is generally preferred.
Certified Texas Purchaser (CTP) is preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of accounting principles and procedures.

Knowledge of Texas Comptroller object codes and definitions, vendor codes, applicable Texas Procurement and Support (TPASS) purchasing codes and funding codes applicable to processing of payments.

Skill in effective verbal and written communication.

Skill in using MS Word and Excel

Skill in MS Word and Excel functions to analyze data and report findings in the most efficient and effective manner.

Skill in problem solving and in the use a computer and applicable software.

Ability to use office procedures, administrative principles, general bookkeeping and accounting practices.

Ability to identify errors while taking and/or recommending appropriate corrective actions.

Ability to maintain records and work accurately with numerical details.

Ability to prioritize tasks in order to meet deadlines.

Ability to analyze, consolidate and interpret accounting data.

Ability to work as part of a team to accomplish goals.

Ability to provide excellent customer service.

Ability to provide positive attitude while working under pressure.

Ability to perform manual labor including lifting supplies and materials up to 15 lbs.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

Military Crosswalk Information can be accessed at

<http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe Street, Suite 3-800, Austin, TX 78701. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call 512-305-7378.

The Texas State Board of Dental Examiners is an E-Verify participant.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment.