

# ***JOB VACANCY NOTICE***

Texas Lottery Commission  
P.O. Box 16630, Austin, Texas 78761-6630  
Telephone: (512) 344-5000

## **Accountant IV**

**Posting Number:** 080320

**Posting Date:** 08/31/2020

**Closing Date:** Open Until Filled

**Salary:** B19, \$42,244 - \$54,654/yr.

**Number of Vacancies:** 1 Full Time

**FLSA Status:** Exempt / Accountant IV (1018)

**Division:** Office of the Controller

**Work Location Address:** 611 East 6<sup>th</sup> Street, Austin, TX 78701

**Refer to:** Human Resources

**Telephone:** (512) 344-5000

### **Job Summary:**

Performs complex (journey level) accounting work. Work involves preparing financial statements, records, documents, and reports. Will specialize in processing payments for large contract(s) and complex invoice payments. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. This position reports to the Financial Accounting and Reporting Manager.

### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major course work in Accounting, Finance, or Business Administration is required. (Experience in accounting and financial operations, in excess of the required two years, may be substituted for college on a year-for-year basis.)
- Two years relevant accounting and financial operations experience is required.
- Experience with Microsoft Word and Excel is required.
- Experience with complex financial operations is preferred.
- Experience with complex accounts payable transactions is preferred.
- Experience with State of Texas Purchase Voucher policies and procedures, including the Texas Prompt Payment Act, is preferred.
- Experience with the Comptroller's Uniform Statewide Accounting System (USAS) and Texas Identification Number System (TINS) is preferred.
- Must be willing to work evenings, weekends, and holidays as workload may require.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies and procedures; and of laws and regulations pertaining to financial operations.
- Basic knowledge of generally accepted accounting principles and procedures.
- Working knowledge of the State of Texas Purchase Voucher policies and procedures.
- Working knowledge of the Texas Prompt Payment Act.
- Skilled in accurately performing data entry involving a high volume of accounting data.
- Ability to analyze and interpret accounting data.
- Ability to review, evaluate, and develop policies and procedures.
- Ability to interpret laws and regulations.
- Ability to handle multiple tasks and pressure of deadlines.
- Ability to establish and maintain open and effective working relationships with supervisor, co-workers, and the general public.

- Ability to work in a team environment.
- Ability to communicate effectively orally and in writing.

**Physical and Mental Requirements:**

- Must be able to sit or stand for extended periods of time, and operate standard office equipment and computer software.

**Essential Job Functions:**

- Prepares and processes complex invoice payments.
- Reconciles complex vendor invoices and statements.
- Reviews vendor invoices for accuracy and compliance with state law and agency policy.
- Investigates discrepancies and takes appropriate actions to process accounting transactions or necessary adjustments.
- Maintains adequate records of outstanding invoices, purchase orders, receiving reports, and other items as assigned.
- Reviews complex contracts to ensure compliance with requirements for payments, terms & conditions, funding, invoicing, documentation and approval.
- Prepares technical reports and/or other reports as assigned.
- Prepares various journal vouchers and audits them for accuracy.
- Analyzes procedures to implement more effective and efficient operations as necessary.
- May key financial records/documents into accounting systems.
- May communicate with administrative, supervisory, or technical staff on accounting matters.
- Performs other related duties as assigned.

**RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**HOW TO APPLY:**

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission  
Human Resources Department  
Post Office Box 16630  
Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. of the closing date stated on the job posting.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission  
Attention: Human Resources  
611 East 6th Street  
Austin, Texas 78701

Applications may also be submitted electronically through the Texas Workforce Commission's [workintexas.com](http://workintexas.com) online system by 11:59 p.m. of the closing date stated on the job posting. When a job opening is posted open until filled, it is best to apply as soon as possible, as the posting may close or be placed on-hold at any time with or without prior notification. Applications will NOT be accepted via fax or email.

Applicants are solely responsible for timely delivery of applications by the deadline.

**Proud of Our Diversity - Committed to Equal Employment Opportunities**

Applications are not accepted unless submitted for a particular position. Resumes will not be accepted in lieu of the State of Texas application. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 1-800-375-6886. Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.

**E-Verify**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.