



TEXAS SCHOOL FOR THE BLIND & VISUALLY IMPAIRED
1100 WEST 45th St., AUSTIN, TX 78756
(512) 454-8631, FAX #206-9403
(Use the relay option of your choice to call us, if needed)
www.tsbvi.edu/human-resources

JOB VACANCY NOTICE

POSITION: Director I
DEPARTMENT: Business Office
MONTHLY SALARY: \$7,000-\$7,500
SHIFT: Monday-Friday, 8:00am-5:00pm
OPENING DATE: 12/23/14
CLASSIFICATION #: 1620
ESSENTIAL JOB FUNCTIONS

WORKING TITLE: Director of Accounting & Purchasing
POSTING #: 15-2793
DEPENDENT ON QUALIFICATIONS

CLOSING DATE: 1/9/15
GROUP #: B26

- Directs accounting functions, including processing, approval and payment of claims, preparation of payrolls, processing of cash receipts and disbursements, and preparation of monthly and annual financial reports
- Directs purchasing functions, including acquisition of goods and services required by the various departments and programs of the School
- Directs the Procurement Card operations of the School
- Directs the Travel Card system of the School
- Directs the processing of budget adjustments and transfers between strategies and appropriations
- Plans, assigns, and supervises work activities of personnel engaged in preparing and maintaining various accounting and purchasing documents and reports, periodic and special financial analyses, and related financial reports for budgetary and administrative use
- Reviews, evaluates and gives technical assistance to subordinates handling difficult and complex accounting transactions
- Supervises the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs
- Reviews expenditures to ensure budget limits are not exceeded
- Maintains School's accounting structure to correspond to the operating procedures and requirements of the Uniform Statewide Accounting System (USAS) as prescribed by the Texas Comptroller of Public Accounts, including a current and complete chart of accounts
- Utilizes the Uniform Statewide Payroll System (USPS) to prepare and process all the School's payrolls; ensures adequate controls are implemented to provide assurance to management that all pay transactions are accurate
- Utilizes the State Property Accounting System (SPA) to account for and report all changes in the School's fixed assets (capitalized furniture and equipment and real property); serves as the School's Property Manager, including supervising the annual property inventory
- Directs the accounting functions for federal funds, including quarterly and final reports; ensures that all reports to grantors are filed accurately and timely
- Directs periodic inventories of the Warehouse stock and of the School's property and equipment to assure reliability of recorded assets
- Supervises the preparation of the Annual Financial Report of the School in accordance with generally accepted accounting procedures and in accordance with the reporting guidelines for state agencies as established by the State Comptroller's Office
- Supervises the development and use of internal control procedures to determine compliance by operating departments with agency policies, plans, and procedures, and determine reliability of agency accounting and supporting documents, records, and files; insures that agency assets are properly accounted for
- Assists the Administrator for Business, Operations and Technology with preparation of the School's annual operating and Legacy Fund budgets, and the biennial legislative appropriations request; serves as the alternate Investment Officer for the School to insure the sound management of legacy fund investments
- Develops and implements policies and procedures to manage the School's expenditures for staff and student travel
- Serves as the agency Security Coordinator for USAS, USPS and SPA automated information systems
- Supervises the safekeeping and retention of accounting and purchasing records in accordance with the School's Records Retention schedule
- Attends work regularly in accordance with TSBVI leave policy
- Complies with all agency policies and procedures

SUPERVISOR

- Administrator for Business, Operations and Technology

MARGINAL JOB FUNCTIONS

- Performs related work as assigned

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in business administration, accounting or closely related field
- Certified Public Accountant (CPA) [Copy of certificate required at time of interview]
- Certified Texas Purchasing Manager (CTPM) [Copy of certificate required at time of interview]
- Ten years full-time experience supervising technical accounting operations, including five years full-time experience supervising purchasing operations
- Extensive and progressive experience in management, accounting, auditing, budgeting, purchasing and financial reporting in a complex governmental environment
- Extensive experience implementing and managing automated financial systems
- Considerable experience with sales, billing and collection systems
- Experience in directing and overseeing agency operations utilizing USAS, USPS and SPA, including extensive experience acting as the agency Security Coordinator for the aforementioned automated information systems
- Experience in adapting financial reports and other information to be in compliance with the requirements of the Americans with Disabilities Act
- Experience in negotiating and administering contracts
- Experience with the financial reporting requirements of the Texas Education Agency
- Experience in management of trust and agency funds (funds held for the benefit of others)
- Experience in management of fiscal aspects of facilities construction contracts
- Experience managing inventories of equipment and furniture, and developing policies and procedures for their control
- Familiar with the accounting and reporting requirements of Pronouncement 34 issued by the Governmental Accounting Standards Board (GASB 34)
- Familiar with the Texas Public Funds Investment Act, including experience in serving as an Investment Officer for the State of Texas or other governmental entity
- Thorough knowledge of generally accepted accounting principles, including skill in implementing and directing the necessary policies, procedures and internal controls to maintain total fiscal accountability for all funds and accounts of the School
- Skill in communicating effectively with other divisions of the School, various state agencies and the federal government

TO APPLY: Applicants should complete the State of TX employment application, which can be obtained in person, or by contacting HR to request it by mail or fax, or by downloading it from our web site at www.tsbvi.edu/human-resources. Applications are accepted Monday through Friday from 8 a.m. to 5 p.m. The closing date indicates the *minimum* length of time a vacancy must be posted; the position may remain open beyond the closing date if the hiring department has not received a sufficient number of applicants. Applications must be received in the HR office by 5 p.m. on the closing date.