

Job Description

RRC- Accountant III (00045165)

Organization: RAILROAD COMMISSION OF TEXAS

Primary Location Texas-Austin

Work Locations:
1701 N Congress Avenue
Austin 78701

Other Locations:

Job Business and Financial Operations

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

Travel Yes, 5 % of the Time

State Job Code: 1016

Salary Admin Plan: B

Grade: 18

Salary (Pay Basis) 4,500.00 - 5,002.00 (Monthly)

Number of Openings 1

Overtime Status: Exempt

Posting Date Sep 16, 2024

Closing Date Sep 30, 2024

Description

The Railroad Commission of Texas is a state agency with primary regulatory jurisdiction over the oil and natural gas industry; pipeline transport and pipeline safety; natural gas utilities; the LP-gas industry, and surface mining operations. You can find more details about us on the Railroad Commission of Texas' website here <https://www.rrc.texas.gov/about-us/>.

To support our mission to serve Texas, we need great people to join our team. We provide a great working environment along with outstanding benefits, including:

- Generous paid time off including vacation, sick time, and at least 12 paid holidays per year
- Telework options for eligible positions
- Flexible work schedules
- Retirement pension with a 150% agency match – you can watch this YouTube video that describes this amazing benefit <https://www.youtube.com/watch?v=AJl6M7g73-w>
- 401(k), 457(b) and Roth
- Health premiums 100% paid for full-time employees
- Tuition Reimbursement
- Wellness and Exercise Leave
- Career development programs/opportunities for advancement

For a complete list of our total compensation package please visit our website at <https://www.rrc.texas.gov/about-us/jobs/>. To view benefits available to all State of Texas employees visit the Employee Retirement Systems website at <https://ers.texas.gov/benefits-at-a-glance>.

General Description

The Railroad Commission of Texas is seeking candidates to fill an Accountant III position to work in the accounts payable department. Accountant level is dependent on experience and qualifications.

Accountant III- Performs moderately complex (journey-level) accounting work in the Accounts Payable Section of the Financial Services Division. Major responsibilities include maintaining, preparing, posting and balancing accounting and financial statements, records, documents or reports. This position specializes in one or more phases of accounting work such as processing travel reimbursements, purchase vouchers, developing training, presentations, direct bill payments and various types of journal entries. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Job Duties- Accountant III

- Assists with planning, organizing, coordinating, and tracking accounts payable entries for the agency.
- Prepares and/or processes various types of payment, purchase, travel and related vouchers.
- Process multi-payee documents and various direct billed program accounts.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
- Prepares accounting entries and documents for transactions related to disbursements in all accounts as necessary.
- Develop and/or revise policy and procedures.
- Prepares and/or process general journal entries.
- Researches and reconciles vendor statements.
- Completes detailed assignments in recording, classifying, examining and verifying financial records, documents or reports.
- Input accounting entries into CAPPS.
- Tracks and monitors balances of purchase orders and contracts.
- Reviews agency accounting records, such as expenditure, fund, and appropriation expense records to ensure agency assets are accounted for properly.

- Recommend improvements, adaptations or revisions to the accounting system and accompanying procedures.
- Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Provides customer service as needed.

Military Crosswalk information can be assessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Qualifications

Minimum Qualifications Accountant III

- Graduation from an accredited four-year college or university
- Minimum of 2 years in accounts payable, travel/expense or accounting experience.
- Work experience and education may substitute for one another on a year-for-year basis.

Preferred Qualifications

- Experience with automated accounting systems and applications such as (Uniform Statewide Accounting System (USAS), Centralized Accounting and Payroll/Personnel System (CAPPS).
- Accounts Payable or travel experience at a governmental entity
- State of Texas Travel rules and regulations. reimbursement and payment processing
- State of Texas accounting rules and regulations

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles (GAAP) and procedures affecting the maintenance of accounting records and automated accounting systems.
- Knowledge of theories, principles, and practices of accounting.
- Knowledge of or experience with accounting software such as CAPPS, USAS.
- Knowledge or experience with Microsoft Office.
- Knowledge of state funding and coding.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of and experience with State of Texas payment processing.
- Skill in utilizing a PC, associated software, calculator, or ten key machine.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to interpret and analyze complex financial documents and reports.
- Ability to work at high level in Excel with complex formulas and spreadsheets.
- Ability to work accurately with numerical details in a high volume setting. Ability to prepare a variety of financial statements, reports, and analyses.
- Ability to establish and maintain effective working relationships with co-workers, management, and external clients.
- Ability to work efficiently and independently in a dependable, organized and productive manner in order to arrange workload plan to meet schedules and deadlines.

Work Hours and Telework: Standard office hours for Commission employees are 8:00 a.m. to 5:00 p.m., Monday through Friday. Our agency offers alternate schedules for employees, as long as it does not adversely affect operations and service levels, and standard hours of operation are maintained. The Commission may also offer telework based on the agency's approved Telework Plan. Alternate work schedules and telework may be discussed with the hiring manager during the interview process.

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the CAPPS Recruit Prescreening Questionnaire to be considered for the posting. To complete the Prescreening Questionnaire, go to CAPPS Recruit to register or login: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

Remarks:

There is one available position.
 Official transcripts, DD214 or DD1300, copies of license/certifications, or other minimum requirement validations will be requested at the time of the job offer.
 Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa.

THE RAILROAD COMMISSION OF TEXAS ONLY ACCEPTS ONLINE APPLICATIONS FOR THIS POSTING.

Due to the high volume of applications we do not accept telephone calls. Only candidates selected for interview will be contacted. Notifications to applicants are sent electronically to the email address you provide.

The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.
 The Railroad Commission of Texas is a tobacco-free workplace.