

**TEXAS STATE BOARD OF PHARMACY**

**333 GUADALUPE ST, STE 3-600**

**AUSTIN, TEXAS 78701**

**(512) 305-8001**

**<http://www.pharmacy.texas.gov>**

**JOB VACANCY NOTICE**

**Accountant I**

**Salary Group B17**

Listing No. TBP15-005

Opening Date December 2, 2014

Closing Date: December 16, 2014

Functional Title: Accountant

Type: Full-Time

Beginning Salary: \$2,750 per month

Refer To: Jane Bennett

**JOB DESCRIPTION:**

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated individual to perform routine (journey-level) accounting, clerical and data entry work in the administration section. Work involves performing detailed assignments in recording, classifying, examining, and analyzing various vouchers, cash documents, or reports.

**MINIMUM QUALIFICATIONS** (License, Education, Experience):

Graduation from an accredited four-year college or university with major course work in business administration, finance, or accounting is generally preferred. Experience and education may be substituted for one another on a year-for-year basis.

Must have demonstrated ability of use of office equipment and personal computers, including word processing and data entry. Must be able to demonstrate knowledge of Microsoft Excel and business English, including terminology, spelling, and grammar. Must pass a criminal background check.

**REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application. Applicant must be eligible and authorized to work in the United States. Application must be received by 5:00 pm on closing date noted above. Job description & state of Texas application may be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>.

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

*This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.*

*An Equal Employment Opportunity Employer*

*TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.*

# TEXAS STATE BOARD OF PHARMACY

**POSITION TITLE:** Accountant  
**DIVISION:** Administrative Services & Licensing  
**SUPERVISOR:** Director of Administrative Services & Licensing  
**TEAM LEADER:** Chief Accountant  
**STATE CLASSIFICATION TITLE:** Accountant I  
**STATE CLASSIFICATION NO:** 1012  
**STATE PAY GROUP:** B14  
**FLSA STATUS:** Non-Exempt

## **GENERAL POSITION SUMMARY:**

Performs routine (journey-level) accounting, clerical and data entry work in the administration section. Work involves performing detailed assignments in recording, classifying, examining, and analyzing various vouchers, cash documents, or reports. Exercises independent judgment in the discharge of duties and refers policy interpretation problems to immediate supervisor

## **REPORTING RELATIONSHIPS:**

Works under the direct supervision of the Chief Accountant and general supervision of the Director of Administrative Services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reviews trends in agency travel, recommends proposed budgets and monitors agency travel budget to comply with all rules and agency policies relating to travel.

Open incoming mail, prepare, code and batch cash receipts for data entry into the TSBP automated system.

Reconcile subsidiary budgets to USAS.

Process and data enter accounting documents into USAS in accordance with Comptroller of Public Accounts' policies & procedures.

Serve as backup to other administrative services staff (travel vouchers, deposit vouchers, timekeeping).

Monitor general supply shelves and order as needed.

Processes receipt of purchases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (continued)

Coordinate the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents.

Notify and/or mail agency warrants to staff and vendors.

Maintain Accounting files in an easily retrievable manner and prepare records for storage and/or destruction in accordance with the Agency Record Retention Schedule.

Provide administrative and secretarial support to Chief Accountant.

Develop and review policies and procedures as required.

Comply with all agency personnel policies, including regular attendance.

**NON ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist in auditing accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Assists with the advertising, receipt and distribution of applications for employment; and compilation of EEO data of applicants and new hires.

Serves as backup to data entry into the fleet management system.

May assist in the implementation of special projects

Performs related work as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records.
- Ability to review work for accuracy, to accurately perform numerical detail work, to make arithmetical computations, and to prepare financial and accounting records
- Accuracy and attention to details
- Working knowledge and demonstrated ability of office practices and administrative procedures.

- Ability to maintain files accurately
- Good communication skills, both written and oral
- Ability to access, input, and retrieve information from the computer; good data entry skills
- Ability to analyze, consolidate, and interpret accounting data.
- Ability to work independently and manage time efficiently
- Ability to manage multiple priorities concurrently
- Ability to meet rigid deadlines.
- Ability to maintain confidentiality.
- Good organizational skills.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully
- Ability to maintain effective working relationships with other employees
- Ability to correctly lift boxes of supplies, files, forms
- Memory skills

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited four-year college or university with major course work in business administration, finance, or accounting is generally preferred. Experience and education may be substituted for one another on a year-for-year basis.

Must have demonstrated ability of use of office equipment and personal computers, including word processing and data entry. Must be able to demonstrate knowledge of Microsoft Excel and business English, including terminology, spelling, and grammar.

**LICENSE REQUIRED:** None

#### **ENVIRONMENT / PHYSICAL CONDITIONS:**

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Must pass a criminal background check. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*