

**TEXAS STATE BOARD OF PHARMACY (TSBP)
JOB VACANCY ANNOUNCEMENT**

Job Title:	Accountant III – B17	Closing Date:	September 9, 2019
State Classification:	1016		
Posting Number:	TSBP19-023	Schedule:	Full-time
Reports to:	Staff Services Officer	Division:	Administration
Annual Salary:	\$3,082 - \$4,417 monthly	Travel:	None
New Hires/Rehires:	60 day waiting period for Health coverage	Military Crosswalk: Army 36, 36A, 36B, ; Navy No Equivalent; Coast Guard 020, 31, 32, F&S, FIN10; Marine 34, 3451, 3402, 3404, 3408, 8844; Air Force 6FOX1, 6F, 65FX	

GENERAL DESCRIPTION

Performs moderately complex accounting work involving agency budgets, payrolls, time and labor, accounts receivable and accounts payable, specifically travel vouchers. Performs reconciliations of various accounts.

REPORTING RELATIONSHIPS

Work under the general supervision of the Staff Services Officer with minimal supervision and considerable latitude for the use of independent judgment and initiative. All tasks are assigned and subject to review by the Staff Services Officer.

ESSENTIAL JOB FUNCTIONS

Payroll & Time/Labor

Prepares agency payroll, timekeeping, savings bonds, and quarterly reports (941 Report, 401K, Texas Workforce Commission Wage Report and FTE Report). Prepares and reconciles monthly payroll reports & reconciliations: TexFlex, MetLife, Child Support, Student Loan. Prepares IRS Tax Forms 1099 and W-2s.

Voucher Processing

Processes travel vouchers for accuracy and conformance to the State of Texas Travel Rules & Regulations. Reviews trends in agency travel, recommends proposed budgets and monitors agency travel budget to comply with all rules and agency policies relating to travel.

Prepares vouchers for payment of communication services, Citi Bank credit cards (travel and purchase), direct bill travel invoices, and other various payable invoices within statutorily required deadlines.

Prepares agency quarterly accounts payables and encumbrance journal vouchers.

Reconciliations

Reconciles various accounts (petty cash, evidence fund, TexFlex, ERS Retirement, Deferred Compensation, default funds).

Non-Essential Duties

Backup for daily deposits, cash entry, purchase vouchers, direct returns, cash logs.

Backup to data entry of statewide property and equipment control, accounts payables and journals.

MINIMUM QUALIFICATIONS

As a condition of employment, a criminal background check will be conducted (state and national fingerprint background check). Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records.

Graduation from an accredited four-year college or university with major course work in accounting or related area preferred. One year of work related experience may substitute for one year of educational requirements.

Must have experience in responsible accounting, financial operations, human resources as it relates to the essential duties described. Experience in USAS and TINS, CAPPS/HR/FINS, state property accounting system preferred. Proficiency in Excel required. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Accuracy and attention to details
- Good communication skills, both written and oral
- Working knowledge of USAS to include TINS, CAPPS/HR/FINS and Appropriations Act
- Working knowledge of state purchasing procedures
- Working knowledge of state property accounting program
- Interpersonal skills to interact with a variety of contacts professionally and tactfully
- Ability to maintain confidentiality
- Ability to access, input, and retrieve information from the computer; good data entry skills
- Ability to correctly lift boxes of supplies, files, forms
- Ability to maintain effective working relationships with other employees
- Memory skills

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration for long periods of time. Complies with all agency personnel policies, including regular attendance.

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.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, one the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration; or a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. The job description and state of Texas application can be downloaded from the TSBP website:

<http://www.pharmacy.texas.gov/Job%20Openings/JobOpenings.asp>.

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered. Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

An Equal Employment Opportunity Employer

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

A copy of TSBP's EEO Plan Utilization Report is available at

http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf