



Job Vacancy Announcement

Agency Job Posting #: TSBP 26-007
Work in Texas #: 16927370

Number of Openings: 1
Schedule: Full-Time

Opening Date: October 8, 2025
Closing Date: October 23, 2025

Job Title: Accountant III
State Classification: 1016 – Accountant III
FLSA: Non-Exempt
Monthly Salary Range: \$4,417.00 - \$4,934.00 (B18)
Team: Operations
Reports to: Director of Operations
Travel: None
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Position Eligible (according to business needs)
Teleworking Status: Position Eligible (according to business needs)

Military Crosswalk

Army: 36A, 36B, 89A, 70C
Navy: LS, LSS, PS, 310X, 651X, 751X
Coast Guard: F&S, FIN10
Marine: 3451, 3402, 3404, 3408, 8844
Air Force: 6F0X1, 65FX, 65WX
Space Force: No military equivalent

GENERAL POSITION DESCRIPTION

Performs moderately complex (journey-level) accounting, clerical, and data entry work. Work involves processing and payment of travel vouchers, and performing detailed assignments maintaining, posting, and balancing accounting and financial statements, vouchers, cash documents, records, documents, or reports.

REPORTING RELATIONSHIPS

Works under general supervision, with limited latitude for the use of initiative and independent judgment within the limits of the agency and team policies and procedures. Work is subject to review by others, including Accountants, Budget Analyst, Purchaser, and Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and prepares staff and Board member travel vouchers for accuracy and conformance to the State of Texas Travel Rules & Regulations.
- Monitors and reconciles agency board travel budget to comply with all rules and agency policies relating to travel.
- Receive, prepare, code, and batch cash receipts for data entry into VERSA. Enter cash receipts, prepare deposit slips, deliver deposit for courier pick up and delivery to the Treasury, and maintains cash control records.
- Disburses and replenishes petty cash account. Reconciles petty cash account for year-end activity. Petty cash custodian.
- May download, print, and distribute daily USAS & SPA reports.
- May data enter Refund Vouchers into CAPPs; process direct return of monies; and process requests for receipts of payment.
- May notify and/or mail agency warrants to staff and vendors.
- Maintains and balances financial statements, reports, schedules, and exhibits; processes general journal entries; and processes payment, cash, purchase, travel, and related vouchers.
- May set up vendors in the Texas Identification Number System (TINS).
- Audit financial documents and ensure compliance with statutes
- May research and reconcile discrepancies in accounts, bank statements, or appropriation balances; and reports findings.
- May assist in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Maintain Accounting files in an easily retrievable manner and prepare records for storage and/or destruction in accordance with the Agency Record Retention Schedule.
- May serve as back-up to other equivalent team staff.
- Determines work priorities and schedules time accordingly.

- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.

General Qualifications

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations.

Skill in the use of a computer and applicable software.

Ability to interpret and apply accounting theory; interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

Skill in problem solving and prioritizing tasks so as to meet strict deadlines.

Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word and Excel.

Interpersonal skills to communicate verbally and in writing with a variety of contacts professionally and tactfully.

Ability to maintain confidential and sensitive information.

Education and Experience Requirements

Experience in State of Texas accounting and financial operations.

Experience working in systems such as CAPPS, USAS, ERS, etc.

Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

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.

If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with the Texas State Board of Pharmacy.

If certified as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM), must possess a current certification and be in good standing.

Environmental and Physical Conditions

Normal office environment. Tobacco free workplace. 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, 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.

Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony

convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with “see resume” within the summary of experience is considered incomplete and will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant’s unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
human.resources@pharmacy.texas.gov

Military Preference

In order to receive a military preference for any position, one of 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.

The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP’s employment positions are covered by the Fair Labor Standards Act (FLSA). 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