

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

ACCOUNTANT VII – Chief Accountant

Position: Accountant VII Full time (40 hrs/wk)	Salary: \$5,833 - \$6,250 monthly (\$70,000 - \$75,000 annually)
Classification Number: 1024 Group: B25	Posting Date: April 26, 2016
Listing Number: 50416019 FLSA Status: Exempt Number of Openings: 1	Closing Date: May 4, 2016 Start Date: June 1, 2016
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2014 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Chief Accountant is manager and supervisor of the Finance and Administration Division. The Chief Accountant will perform highly advanced/managerial (senior level) accounting work for the agency and supervise staff and staffs' work in the Finance and Administration Division. Strict confidentiality of data must be practiced at all times. The successful candidate will be a team player, with a positive attitude, who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all financial records are properly created and maintained. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Develops and directs programs to control the financing of agency operations.
- Develops goals and objectives for assigned responsibility area, and oversees the analysis and interpretation of expenditure patterns, budget projections, and the financial position of the agency.
- Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment; and the preparation and processing of payrolls.
- Oversees and/or prepares annual operating budgets, and reviews expenditures to ensure that budget limits are not exceeded.
- Oversees the detailed reporting of expenditures and encumbrances made by the various operating units, and may direct the maintenance of the operating budget through centralized purchasing and disbursement.

- Oversees the allocation of state and federal funds to agency operating programs, and develops suitable plans for validating and matching the various federal funds used in financing agency operations.
- Oversees the analysis of processing systems and functions, and recommends changes as necessary.
- Prepares and coordinates the planning, development, and submission of the agency's annual financial report in accordance with Governmental Accounting Standards Board (GASB) and Office of the Comptroller of Public Accounts requirements.
- Prepares and reviews general ledger accounting entries and reconciliation of financial transactions.
- Prepares and/or directs the preparation of agency budgets and periodic financial statements, analyses, and reports in accordance with federal and state reporting requirements.
- Recommends and implements agency accounting and financial policies and procedures in accordance with statute and professionally accepted standards.
- Formulates, revises, and reviews agency policies regarding the use of operating funds.
- May design and consult with information technology staff in the development of computer systems for financial applications.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with degree in accounting or finance, or related field is preferred.

EXPERIENCE:

At least five years professional experience in accounting, financial analysis, or other financial experience is preferred. Two years of accounting experience in a Texas State agency is preferred. One year of experience with Uniform Statewide Accounting System (USAS) is preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of generally accepted accounting principles.
- Knowledge of Texas Comptroller of Public Accounts accounting policies and procedure controlling revenues and expenditures.
- Ability to work accurately with numerical data.
- Ability to accurately analyze, interpret, and present accounting/financial data.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making.
- Strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 7.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 7.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.