

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 I

Position: Accountant I Full time (40 hrs/wk)	Salary: \$2,596 - \$2,800 per month (\$31,152 - \$33,600 annually)
Classification Number: 1012 Group: B14	Posting Date: December 16, 2015
Listing Number: 5041608 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: January 15, 2015
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, 2015 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 Accountant is a team member of the Finance and Administration Division and will report to the Director of Finance and Administration. The Accountant will assist with accounting for the agency. The Accountant will perform activities such as processing travel voucher, refund payments, opening and sorting mail, and mailing out warrants. The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state rules, regulations and requirements. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Prepare and enters travel vouchers into USAS.
- Prepare and enters refund vouchers into USAS.
- Prepares and enters journal vouchers into USAS.
- Monitors, tracks, and clears default funds.
- Picks up and opens, sorts, and date stamps incoming mail.
- Performs daily delivery of agency mail to mail room.
- Prepares spreadsheets for agency revenues.
- Assists with researching and reconciling refund payments.
- Maintains accurate and well-organized accounting files and records.
- Compiles accounting reports as requested.
- Assists with mailing out warrant/checks to vendors.

- Serves as backup to accounts payable accountant.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state policies and procedures.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from a standard high school or equivalent is required. College course work is preferred.

EXPERIENCE: Experience in an office environment is preferred. State of Texas accounting experience is preferred. Uniform Statewide Accounting System (USAS) experience is preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office practices and terminology.
- Ability to communicate effectively in writing; knowledge of spelling, punctuation, sentence structure, and grammar.
- Ability to work accurately with numerical data.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making.
- Strong attention to detail.
- 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.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36B, 89A, 36A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 65AX, 65FX, 65WX, 36, 89, 36, 70, 34, 88, 6F, 65. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

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.

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 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% 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.