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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 02/06/2025

**Job Listing Identification Number:** 00047955

**State Job Classification:** Accountant I

**Functional Title:** Accounting Clerk

**Monthly Salary:** \$4,000.00 - \$4,650.00

**Remarks:** Salary commensurate with experience and education.

**Closing Date:** 02/20/2025

**State Class. No. and Pay Group:** 1012/B15

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, TX

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes  No

### Job Description:

This position serves as an Accounting Clerk in the Finance and Operations Division and performs entry-level accounting work. Primary work involves invoice tracking, monitoring accounting boxes, gathering payment documentation, processing vendor set-ups, downloading reports, answering payment inquiries and processing vendor payments in accordance with applicable rules and regulations. May perform other duties as assigned to maintain efficient division operations. Reports to the Deputy Chief Financial Officer and works under close supervision, with minimal latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Maintains accounting logs including logging all incoming financial documents, assigning to processor, and monitoring aging invoices.
- Monitors and maintains the Accounting and Travel email inboxes, assigning correspondence to fellow accountants, downloading documents, and filing completed tasks.
- Downloads and distributes daily Comptroller SFTP DAFR report files and voucher print reports.
- Performs payment DAFR processing, which may include updating tracking logs, notifying Accounts Payable of discrepancies, uploading payment vouchers to CAPPs, and mailing warrants.
- Responds to payment inquiry calls and correspondence.
- Process new and update vendor set-ups in Texas Identification Number System (TINS) and agency's accounting system.
- Processes purchase vouchers in accordance with federal, state, and agency policies.
- Assists with the reconciling of statements and preparation of travel and/or purchase vouchers.
- Gathers support documentation retrieving grant related documents.
- May enter purchase requisitions on behalf of division.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.
- Two (2) years of experience in an accounting, budget, or financial related duties.
- Proficient in the use of personal computers, Microsoft Excel, Word, SharePoint and Outlook.

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field.
- Three (3) years of experience in an accounting, budget, or financial reporting function.
- Experience working with a State of Texas agency or judicial entity.
- Experience reconciling and compiling financial statements.
- Experience with Centralized Accounting and Payroll/Personnel System (CAPPS) and/or other Oracle/PeopleSoft Enterprise software systems is strongly preferred.
- Highly proficient in the use of computers and desktop software applications.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Skill in the use of office equipment, computers, and software applications in a windows environment.
- Skill in exercising courtesy, tact and diplomacy in all communications (written and verbal).
- Ability to follow brief oral and/or written instructions.
- Ability to work independently and as part of a team.
- Ability to multi-task and complete assigned work on time, proficiently, and with precision.
- Ability to handle sensitive financial information with integrity.

**Employment Conditions:**

- Regular attendance required.
- Sit for long periods of time.
- Ability to move up to 35 lbs. of paperwork/files/supplies.
- Repetitive use of a keyboard at a workstation for long periods of time.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 36B Financial Management Technician; Navy: LS Logistics Specialist; Coast Guard: F&S Finance and Supply; Marine Corps: 3451 Financial Management Resource Analyst; Air Force: 6FOX1 Financial Management and Comptroller; Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**To Apply:** All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on [www.WorkinTexas.com](http://www.WorkinTexas.com). Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.