

Texas Bond Review Board

Employment Opportunity

300 w 15th Street, Suite 409
Austin, TX 78701
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Accounting Technician II Job Vacancy Number: 3522504
State Classification No: 1002 Salary Group: A13
Salary: \$2,953.25 - \$4,365.67 / month (commensurate with experience)
Opening Date: 01/01/2025 Closing Date: Until Filled or Closed
Benefits: Excellent benefits provided; numerous elective benefits are available

Job Description

Provide administrative and technical assistance and support, including word processing, data entry, and filing, to the Executive Director and staff of the Bond Review Board. Responsible for incoming calls, mail, and reception of visitors and preparation and/or hand delivery of documents to Board members and others on routine and urgent basis. Performs highly complex (senior-level) technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

MINIMUM EDUCATION:

Graduation from a standard senior high school or equivalent, plus some college-level training in English, Accounting, Finance or Business Administration. Documented related work experience may be substituted for education on the basis of three (3) years of experience for one (1) year of education.

EXPERIENCE & KNOWLEDGE REQUIREMENTS:

- Able to use computers, knowledge and experience using Microsoft Office products, specifically proficient with Excel and Microsoft Access.
- Knowledge and experience using data base software with high level of accuracy.
- Good grammar, spelling and proof reading skills.
- Ability to organize work time and office operations effectively and efficiently.
- Able to interact effectively with co-workers, the Board and their staff, the legislature, other state agencies, the financial community, and the public.

PREFERRED QUALIFICATIONS:

- Work experience with similar duties in a state agency.
- Knowledge of state accounting policy and procedures.
- Knowledge of legislative process, fiscal note and tracking system.
- Reconciliation accounting experience.
- Self-motivation and ability to perform detailed tasks without error and with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Data entry and verification of data for multiple programs.
- Preparing debt service schedules.
- Process voucher payment entries.
- Process purchase orders.
- Distribution of mail and facsimile documents.
- Querying of multi-purpose data bases.
- Records management support, including maintenance of records inventory and periodic review in accordance with retention schedule.
- Routine filing of documents and publications.
- Maintain supply storage areas and general work area.
- Copying/printing/preparation for routine and special distribution to Board and others.
- Provide technical information verbally and in writing to Board, other governmental entities, and to the public.
- Responsible for performing other duties in support of day-to-day operations for four departments within the agency.
- Provide direct support for the Private Activity Bond, Local Debt, and State Debt Programs in any duties assigned by those Program directors.
- Other duties as assigned to support day-to-day administrative operations.
- Prepares special reports as required
- Adheres to all Texas Bond Review Board Personnel Policies and performs other duties as assigned throughout the agency

To Apply

- **NO PHONE CALLS** or faxes, please. Submit a typed and signed State of Texas application by:
 - e-mail: michael.felan@brb.texas.gov
 - mail: 300 W 15th St # 409, Austin, TX 78701
- State of Texas applications may be downloaded from <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>

IMPORTANT: Follow the instructions at the above internet address on how to complete and download the State of Texas Application for Employment.

Only typed and signed completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of the State of Texas Application.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TBRB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodations during the application or selection process
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.
- TBRB fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

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

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army 36B, 920A. Navy: PS, SK. Coast Guard: 420, SK. Marines: 3432, 3451. Air Force: 6F0X1. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

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