

Accountant VI – Job Class 1022 – B24 – Salary Range \$65,104 - \$82,000

State Government Accountant / Payroll & HR Specialist

General Description:

This position requires a candidate with working knowledge and skills in two very important areas of the finance division of the Supreme Court of Texas. The successful candidate for this position will be able to perform Government Accounting and Payroll Processing including Human Resource tasks. This person will also perform back-up support to the Supreme Court Director of Finance as needed.

Communication in a professional and knowledgeable manner with others is essential. This person will be one of the first contacts a new hire will encounter on their first day of employment. Ability to converse with contacts at oversight agencies is a necessary trait in the successful candidate.

The person in this position is required to have a working knowledge of Excel, Word and Outlook computer software. It is preferred the person hired have skills in specific State of Texas programs such as USAS, CAPPs Financials & CAPPs Payroll, ABEST and ERS People Soft and is familiar and knowledgeable with the Comptroller of Public Accounts website as well as the website of the Legislative Budget Board, the State Auditor's Office and the Employees Retirement System.

Performs senior level accounting work involving preparation of financial reports, creating, maintaining and overseeing operating statements, work sheets, expense accounts and grant payments. Review and approve purchase orders and voucher payments. Create data compilation for financial reports, general ledger entries and reconciliation of financial transactions. Prepares budget revisions, journal entries, weekly deposits to State Treasury. Prepares annual budget set-up in CAPPs and USAS systems.

Knowledge of financial administration, budget control, and fiscal accounting; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to fiscal operations. Skill in the use of a computer and applicable software.

Performs advanced (senior-level) payroll processing work. Work involves processing payrolls, preparing and maintaining payroll records and reports, and performing a variety of other payroll processing activities and reports.

Enters, updates, and retrieves information from various automated, human resources, and/or payroll systems. Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations. Prepares reports such as Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement; the Employer's Quarterly Federal Tax Return (IRS Form 941); and unemployment wages for submission to various state and federal agencies. Prepares and processes overtime and vacation lump sum entries for payroll processing. Maintains, audits, and reconciles leave without pay, return to work retiree, and hourly reports.

Conduct new employee orientation; process forms, including I-9s, for new hires; and provide overview of employee benefits.

Experience and Education:

Experience in accounting, financial operations and payroll processing work. 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.

Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices, governmental regulations applying to accounting records, and state and federal payroll rules, regulations, and laws. Skills in using a computer and applicable software. Ability to maintain confidential and sensitive information, to review payroll accounting records, to communicate effectively, and to supervise the work of others if applicable.

To Apply:

Send a completed State of Texas Application for Employment to Jan Evans, Director of Finance, Supreme Court of Texas, either via email to Jan.Evans@txcourts.gov or by regular mail to P. O. Box 12248, Austin, TX 78711 to the attention of Jan Evans.

The Supreme Court of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, disability, religion, sex, national origin or age.

Military Crosswalk – Texas State Auditor’s Office Link:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf