



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Accountant V

General Position Summary

Performs highly complex accounting work. Work involves preparing financial reports; preparing and monitoring the agency budget; processing requisitions and expense vouchers in state financial systems; and participating in an annual financial audit as well as ad hoc internal audits. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Chief Financial Officer and is required to have a regular in-office presence per work week.

Hiring Salary Range: (B22) \$57,614 - \$93,138/year

Closing Date: May 2, 2025

GENERAL QUALIFICATION REQUIREMENTS:

Required Experience and Education

Five (5) years of full-time experience working in accounting and financial operations at a Texas state agency. Experience with the Uniform Statewide Accounting System (USAS) and the Centralized Accounting and Payroll/Personnel System (CAPPS) financial module is required. Must be proficient in Microsoft Excel.

Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred. Experience and education may be substituted for one another on a year-for-year basis.

Experience using Automated Budget and Evaluation System of Texas (ABEST) is preferred.

Knowledge and Abilities

Knowledge of accounting methods, budget control methods, policies, and procedures. Strong organizational skills include the ability to prioritize, plan and coordinate work. Ability and aptitude for high attention to detail and accuracy while handling multiple projects and meeting demanding monthly and periodic deadlines. Ability to maintain effective relationships with internal and external partners. Ability to communicate effectively both orally and in written format. Skills in using Microsoft Office programs such as Word, Excel, internet and email.

EXAMPLES OF WORK PERFORMED

- Maintains and prepares agency ledgers in CAPPs, in USAS and on Excel spreadsheets for agency expense accounting.
- Reviews agency invoices for accuracy and forwards to appropriate staff for review and payment approval, then enters payment vouchers in CAPPs for final pay approval.
- Reviews completed travel vouchers for expense validity and accuracy and processes correctly prepared vouchers for payment.
- Reviews expenditures against contract and purchase order amounts verifying budgeted limits are not exceeded.
- Establishes new fiscal year appropriation budgets in USAS and monitors cash and budget balances as agency expenditures are processed throughout the year.
- Performs journal and budget revision voucher entries in USAS and CAPPs for appropriated budgets, unexpended balances, fund benefit appropriations, and budget transfers.
- Performs quarterly USAS-ABEST reconciliation and monthly CAPPs-USAS reconciliation.
- Prepares all required agency financial reports including the Annual Financial Report, Annual Report of Nonfinancial Data, Statewide Cost Allocation Plan, Benefits Proportional by Method of Finance (APS011), and Quarterly and Annual Binding Encumbrances/Payables online report according to the requirements of the Comptroller of Public Accounts.
- Receives, deposits to the state treasury, reconciles, and tracks revenue from license plates, grant revenue sharing agreements, application review fees, donations, grant and other expenditure refunds, and conference registration fees including entering deposit vouchers in USAS.
- Prepares IRS form 1099 for any independent contractors used by the agency.
- Provides CAPPs level one support to other agency CAPPs users.
- Provides accurate and appropriate technical assistance on fiscal matters.
- Works with the Chief Financial Officer to provide information for the annual financial audit and other financial transaction audits as necessary.
- Serves as agency travel coordinator and has responsibility for the use and accountability of the State of Texas Payment Card.
- Cross-train on all accounting and budget processes and procedures to be able to back up the other accountant including but not limited to: establishing and maintaining grant award ledgers in both CAPPs and the master grant budget/expense Excel workbooks, reporting on state pass-thru expenditures for inclusion in the Annual Financial Report (AFR), preparing the monthly agency budget report, preparing the monthly bond status report, reporting agency performance versus established targets, etc.

- Performs other duties as assigned.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.cprit.texas.gov/about-us/employment-opportunities/>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

This position may be eligible for telework. All CPRIT positions are subject to state and agency telework policies and business needs of the agency.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer. You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.