



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

www.tsbpa.texas.gov

505 E. Huntland Drive, Suite 380
Austin, Texas 78752-3757

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F: (512) 305-7854
(512) 305-7875

JOB VACANCY NOTICE

Job Posting No. 503	Number of Openings 1	Posting Date 06/27/2025	Duration Until Filled
Job Title Accountant IV			State Classification (Salary Group) B20/1018
Starting Salary \$5,500.00 - \$6,200.00 per month			

General Requirements

Hours worked weekly: 40 License or registration required: No
Shift work required: No Job skills test required: Yes
Travel required: No Agency Car Furnished: No
Military Code: 36B/36A-Financial, F&S-Finance & Supply, FIN10-Finance, 3451 Finance,
3402/3404/3408/8844 Finance, 6FOX1/65FX-Financial

Education, Experience, and Abilities Required

Familiarity with accounting and bookkeeping principles; Graduation from an accredited four-year college or university. Major course work in accounting, finance, or related field preferred. Experience and education may be substituted for one another. Experience in accounting, bookkeeping, or general ledger type activities with at least two years of general accounting experience. Knowledge of CAPPS Financials functions, coding, and processes, including journal entries, deposits, budgets, security, reports, and vouchers. Knowledge of state travel and purchase regulations. Experience with MIP accounting software, TINS/SPA/USAS is preferred. Proficiency in accounting and bookkeeping principles; substantial knowledge of generally accepted accounting principles and procedures affecting the maintenance of state accounting records and automated accounting systems. Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data. Working knowledge of word processing and spreadsheet applications. Ability to monitor and meet numerous deadlines. Effective verbal and written communication skills. Willingness to learn proactively and ask questions. Ability to communicate effectively both orally and in writing. Must be able to work well with all levels of staff and other state agency personnel.

Monday through Friday from 8:00 a.m. to 5:00 p.m.

Job Description

Reports to the Accounting Manager. Prepares monthly accounting entries in MIP. Reconciles cash, expenditures, and online credit card payments. Performs or assists with various reconciliations; reporting; funds transfers; budgets; journal entries; and other entries into USAS, CAPPS, and MIP. Helps research and resolve accounting issues and questions. Prepares purchase and travel vouchers. Cross-trains to fill in for other positions. Other duties as assigned.

Application information

To apply: Apply on workintexas.com or complete a State of Texas Application for Employment form. Email, fax, or mail the employment form and your personal resume to:

Personnel Division
Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380
Austin, Texas 78752

Fax: (512) 305-7854
Email: administration@tsbpa.texas.gov
www.workintexas.com

NON SMOKING AGENCY

EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities.

Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.

Administrative Accounting (512) 305-7800 accounting@tsbpa.texas.gov	CPE (512) 305-7844 licensing@tsbpa.texas.gov	Enforcement (512) 305-7866 enforcement@tsbpa.texas.gov	Exam/Qualifications (512) 305-7800 exam@tsbpa.texas.gov	Licensing (512) 305-7853 licensing@tsbpa.texas.gov	Sponsor Review (512) 305-7832 specprog@tsbpa.texas.gov
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