



**TEXAS STATE BOARD  
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

[www.tsbpa.texas.gov](http://www.tsbpa.texas.gov)  
505 E. Huntland Drive, Suite 380  
Austin, Texas 78752-3757

P: (512) 305-7800  
F: (512) 305-7854  
(512) 305-7875

**JOB VACANCY NOTICE**

<b>Job Posting No.</b> 502	<b>Number of Openings</b> 1	<b>Posting Date</b> 02/25/2025	<b>Closing Date</b> Until Filled
<b>Job Title</b> <b>Program Specialist I</b>		<b>State Classification (Salary Group)</b> 1570/B17	

**Starting Salary**  
\$3,581.34 - \$4,029.13 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 Codes: Navy-641X, Marine-0521, Air Force-16GX, 60C0

**Education, Experience, and Abilities Required**

Graduation from a four year college or university preferred. Skilled in the use of computer programs for maintaining records and written reports. Must have clear, concise verbal and written communication skills, and interpersonal and customer service skills. Able to operate, read, and retrieve information from established computer systems such as Microsoft Word, Excel, email programs, and internet operations. Skilled in multi-tasking.

**Job Description**

Performs complex evaluations and inspections of various applications to ensure compliance with the Public Accountancy Act, Board rules, and policies for individual Texas CPAs. Communicates effectively in writing, by email, telephone, and in person with licensees, co-workers, and the public. Gathers and analyzes data to meet Board requirements, prepare reports, and maintain records. Complies with established work requirements, standards, and ethics of the Board.

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

**Application information**

To apply: Complete a State of Texas Application for Employment form online, or FAX or mail, or email the employment application form to:

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

FAX: (512) 305-7854 / [www.workintexas.com](http://www.workintexas.com) / [administration@tsbpa.texas.gov](mailto:administration@tsbpa.texas.gov)

**NON SMOKING 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.