
Title of Position *	Accountant II
Institution *	Bullock Museum/State Preservation Board
Position Location: City & State *	Austin, TX
Position Closing Date	Friday, May 12, 2017

About the Institution

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, operations have been expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. We provide educational programs centered on Texas history, government and culture. These services benefit the citizens of Texas and its visitors.

Institution Website Address

<http://www.tspb.texas.gov>

Summary of Responsibilities

The Accountant II reports to the Chief Accountant and works responsive to the leadership provided by the Chief Financial Officer. Performs journey-level accounting duties including analysis and reconciliation of expenditure and revenue accounts. Promptly researches and explains variances. Prepares trial balances, special exhibits and schedules as assigned. Prepares deposits, encumbrance, and accounts payable entries. Implements and maintains accounting controls and records, including computerized records. Prepares journal entries and performs routine financial reporting. Assists the team in developing and maintaining financial controls, practices and uniform accounting procedures. Performs all other related duties as assigned.

Essential Job Duties: For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

Required Qualifications

Minimum Qualifications:

- Bachelor's degree with major coursework in accounting or finance and 2 years of related accounting, and reconciliation experience. Related experience may be substituted for education up to two years.

Official college transcript required for candidates interviewed.

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Skilled in the use of office equipment, computers, and associated software applications.
- Ability to interpret and apply accounting theory; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

Preferred Qualifications:

- 2 years of MIP experience;
- 2 years of USAS experience;
- 15 or more hours of accounting coursework.

Compensation

Hiring Rate: \$3000 – \$3,500 monthly

Benefits:

- Free: Parking, Museum membership and discounts
- Free IMAX movies, including feature films and documentaries

- Medical, Dental, and other Optional Benefits; Pension; 401K
 - Working in a professional, collegial office setting
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Apply at this Website: <http://www.tspb.texas.gov/spb/employ/employ.html>

Apply with this email: tspb.employment@tspb.texas.gov

Special Instructions to Apply: Submit a fully completed State of Texas application to the SPB by:
Email: TSPB.employment@tspb.texas.gov
Fax: (512) 463-3372
Mail: 201 E. 14th Street, Suite 950, Austin, TX, 78701
For an application and additional information: See:
<http://www.tspb.texas.gov/spb/employ/employ.html>
or call: (512) 463-5495. **All resumes must be accompanied by a fully completed state application.**
****Official college transcripts are required for candidates who are interviewed ****
