

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Accountant III	Class#:	1016
Working Title:	Financial Accountant	Group#:	B17
Division:	Agency Operations	FLSA:	Exempt
Supervisor:	Director of Financial Resources	Date:	03/14/2023

GENERAL DESCRIPTION:

Perform moderately complex accounting work under the direction of the Director of Financial Services. Work involves agency receivables processing while supporting other sections of the department; records retention for the division and preparing financial statements and analysis. Work under general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Prepare and process Commission receipts; prepare deposits of cash and checks for submission to the Treasury and enter into the Centralized Accounting and Payroll/Personnel System (CAPPS) and Uniform Statewide Accounting System (USAS) systems.
- Maintain scanned records of all receivables and deposits processed, and related documentation posted to CAPPS and USAS.
- Serve as back-up to the payroll, SPA, and travel accountant.
- Serve as back-up to the account payables accountant.
- Serve as records retention liaison for the division.
- May serve as back-up to the agency purchaser.
- Perform administrative activities and prepare special reports and projects.
- Perform general office duties such as maintaining filing systems, processing mail, data entry, shredding, setting up files and ordering office supplies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

- Associate degree in business, public administration, accounting, or finance and two (2) years' relevant administrative office experience or general accounting work experience.
- Additional relevant experience may be substituted for education on a year-for-year basis.

PREFERRED QUALIFICATIONS:

- Experience working in an accounting environment at a Texas state agency.
- Experience in payroll with a Texas state agency.
- Experience using the Texas Comptroller of Public Accounts' Uniform Statewide Accounting System (USAS)
- Experience using the Texas Comptroller of Public Accounts' Centralized Accounting and Payroll/Personnel System (CAPPS).

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of principles and practices appropriate to assigned functions.
- Knowledge of personal computers and software applications to prepare documentation, reports, and correspondence.
- Knowledge of accounting principles and procedures.
- Skill in communicating effectively both orally and in writing.
- Skill in establishing effective working relationships and following instructions.
- Ability to perform complex accounting transactions; interpret laws and regulations; interpret and apply accounting theory.
- Ability to work, analyze and consolidate numerical details and accounting data into concise and succinct reports.
- Ability to apply good judgment while performing job duties.
- Ability to manage concurrent projects and meet deadlines in a fast-paced environment.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to three (3) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.