

Title of Position *	Payroll/Leave Accounting Coordinator
Institution *	Bullock Museum/State Preservation Board
Position Location: City & State *	Austin, TX
Position Closing Date	

About the Institution

The Texas State Preservation Board (TSPB) 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, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. The TSPB provides educational programs centered on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

Institution Website Address <http://www.tspb.texas.gov>

Summary of Responsibilities

Position Summary:
 The Accountant IV reports to the Chief Accountant and remains responsive to assignments and guidance from the Chief Financial Officer. This position performs complex accounting working under general supervision with moderate latitude for the use of initiative and independent judgment. Prepares, posts, and accurately reconciles financial statements, records, documents, or reports. Specializes in payroll and leave accounting work. May train others. Performs all other duties as assigned working within deadlines and deliverable outcomes. *Work hours are based on the Agency's operations and may include weekends and holidays, if necessary.

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.

- Administers and performs all payroll and leave accounting functions, including timely and accurate data entry and reconciliation of hours worked, overtime, leave without pay, dock pay, taxes, termination pay, and other payroll/personnel categories.
- Ensures full compliance with the Comptroller of Public Accounts payroll entry and submission requirements.
- Verifies all payroll entries and records to ensure accuracy.
- Demonstrates proficient use of the state's USPS and USAS systems relative to all duties performed, including data entry, searches and other administrative tasks.
- Establishes and maintains accurate and well-organized payroll records in compliance with the State of Texas records retention requirements and Comptroller Office requirements.
- Ensures compliance with state and federal payroll tax authorities and ensures the required deduction reports are accurate and timely.
- Coordinates, tracks and monitors data transfers from Staff Services to Finance/Payroll and works collaboratively with Staff Services personnel to prevent over payment of payroll funds.
- Prepares and reviews all payroll data and reports to ensure accuracy.

Distributes and explains payroll information and procedures to supervisors and managers as required.

Handles all taxpayer and payroll data confidentially and ensures all payroll records are securely maintained at all times, including social security numbers, other personal information and wages or salary data.

Implements all payroll related controls and system entries as authorized relative to coordinating and recording special leave awards.

Enters all new hires into the comptroller system to ensure proper and timely payment for all hours worked.

Performs data entry into USPS. Promptly enters all employee terminations, leave without pay, dock and other employee status changes to ensure data and payroll accounting accuracy.

Researches payroll information and data, accurately and timely identifies, reconciles and reports discrepancies.

Reviews and proofs all accounting/payroll work and reports to ensure accuracy prior to release.

Provides professional and consistent payroll customer service support to staff, supervisors and managers and responds to all inquiries in a timely and accurate manner.

Keeps the CFO and Chief Accountant informed on all emerging payroll issues and offers viable solutions.

Analyzes and resolves identified issues appropriately.

Assists the CFO in writing, revising and/or updating accounting policies.

Ensures that payroll procedures are properly documented and updated as needed.

Prepares routine salary and budget forecasts reports and other executive management reporting needs as requested.

Assist other accounting personnel in data entry of financial information used in tracking and monitoring payments.

Maintains productivity enhancing communications and working relationships with co-workers and managers responding to requests and issues in a timely, professional, respectful, and service-oriented manner.

Displays sound judgment, effective interpersonal skills, and clear professional verbal and written communications.

Remains professional and calm in all interactions with internal and external customers and represents the agency in a professional manner.

Assist as the agency's back up Security Coordinator when Chief Accountant/Primary Security Coordinator is unavailable.

Serves as Administrator of the Employee Information System (EIS) and provides help desk assistance with employee inquiries.

Serves as agency's Leave Accounting Coordinator.

May assist in training other Finance Department staff.

Demonstrates sustained knowledge of the agency's mission, programs and customers.

Demonstrates knowledge and continuing compliance with all applicable safety rules, regulations, and standards.

Continuously assesses safety conditions to ensure individual and workplace safety.

Regular attendance is an essential job duty for all SPB positions.

Performs all duties as assigned in a manner that promotes public confidence in the SPB and its staff.

Performs all other duties as assigned.

VETERANS: Military Occupational Specialty Codes (MOS): Army: 36B Financial Management Tech.; Navy: LS Logistics Spec.; Coast Guard: 32 Fiscal Operations; Marines: 8844 Financial Management Spec.; Air Force: 6F0X1 Financial Management and Comptroller.

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to www.texasstovework.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

EEO Statement:

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADA), as amended, if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

Selection Information:

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration

Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may

be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Required Qualifications

MINIMUM QUALIFICATIONS: Five (5) years' experience in payroll and leave accounting for the State of Texas. Graduation from an accredited four-year college or university with a degree in accounting, finance, or business administration is generally preferred. Positions held must demonstrate extensive knowledge of payroll and leave accounting theories and practices as well as business office procedures. Must be highly skilled in use of personal computers, financial and accounting software in a Windows environment including Excel; calculators, and office equipment. Available to work flexible hours that may on occasion include weekends or some holidays. Requires sound judgment, clear and concise verbal communication skills in English, basic mathematical aptitude, and a welcoming demeanor over the phone and in-person. Must be able to reach, stretch, bend, squat, sort, safely lift, push, and pull to locate, retrieve, transport records and file. Ability to work in a fast-paced environment and remain focused while managing various distractions.

PREFERRED QUALIFICATIONS: Certified Payroll Professional. Conversational in Spanish & English is helpful.

Compensation

\$3,520 – \$5,747/monthly commensurate with qualifications

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 or in person: 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 applications. All applications must be received by the SPB by the close of business on the final day posted for consideration. Only candidates selected for an interview will be contacted.

For additional information about our agency please visit our website: <http://www.tspb.texas.gov/>
