



TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

Position Title:	Travel Accountant
Classification/Title/Salary Group:	*1016 / Accountant III / B18 or 1018 / Accountant IV / B20 *Depending on qualifications
Monthly Salary:	\$3,793.42 - \$5,000.00 per month, plus benefits
Position Location:	Central Office – 2105 Kramer Lane, Austin, Texas
FLSA Status:	Exempt

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall into the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

General Description:

Performs complex (journey-level) accounting work involving preparation, posting, maintenance, review of records, documents, and reports for expenditures. Work involves entering, analyzing, and reconciling financial transactions related to agency travel expenditures. Works under general supervision with limited latitude for the use of initiative and independent judgement.

Essential Duties:

- Performs data entry and/or retrieval, including use the Uniform Statewide Accounting System (USAS) and Centralized Accounting and Payroll/Personnel System (CAPPS) for travel and accounting.
- Maintains records and controls necessary to provide accurate accounts of expenditures related to travel.
- Classifies, codes, prepares, enters, and processes travel accounts payable vouchers.
- Reviews travel vouchers and central billed travel invoices and compares travel request forms and receipts to ensure proper billing.
- Prepares and processes centrally billed travel invoices or statements such as U.S. Bank, Hotel Engine, Enterprise, etc.
- Prepares non-overnight per diem for processing by the Payroll Officer.
- Researches billing errors and resolves discrepancies and ensures travel accounts are reconciled.
- Processes travel advance payments and maintains all necessary documentation for agency travel advance account.
- Performs quality control on assigned work product to ensure accuracy and completeness.
- Audits and verifies compliance of accounting and control records according to agency, state and federal standards and regulations.
- Addresses vendor and program area issues related to travel expenditures.
- Works closely with TAHC staff and resolves accounting problems.
- Analyzes and recommends improvements, adaptations, or revisions to procedures.
- Assists in training other staff, as needed.
- Perform other duties as assigned.

Minimum Qualifications:

- Graduation from an accredited college or university in finance, accounting, or related field.
- Two (2) years' experience in accounts payables, accounts receivable, revenue collections or auditing.

Preferred:

- Experience with State of Texas accounting systems such as USAS or CAPPS.
- Experience with government in travel accounting and/or processing.

Education and experience may substitute for each other on a year for year basis.



TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

Knowledge, Skills, and Abilities: Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems. Skill in the use of computers and applicable software. Skill in providing customer service excellence to both internal and external customers. Ability to perform and interpret numerical analyses. Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively. Ability to conduct verbal and written communication, human relations, and organizational skills. Ability to analyze, evaluate and summarize accounting records for accuracy and conformance to procedures, rules, and regulations. Ability to explain technical accounting information in an understandable manner. Ability to work effectively under pressure and meet strict deadlines while maintaining extreme diligence. Ability to multi-task in a demanding environment.

IMPORTANT: TAHC is an emergency response agency. This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

Other Requirements: Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At 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. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

How to Apply: To submit your application for employment, click on CAPPS Job Search, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete work experience, including job title, dates, employer, supervisor's contact information and a description of duties performed. If this information is not submitted, your application may be rejected and considered incomplete. Resumes do not take the place of this required information, however, may serve as supplemental information.

[CAPPS JOB SEARCH](#)

An Equal Opportunity Employer

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.