

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)
JOB VACANCY ANNOUNCEMENT
Accountant V - VI

Job Title:	Accountant V - VI	Closing Date:	Open Until Filled
Classification Number:	1020/B22 (Acct V) 1022/B24 (Acct VI)	FLSA Status	Exempt
Posting Number:	FY 2026-03	Schedule:	Full-time
Reports to:	Accountant VII	Division:	Finance
Annual Salary:	\$70,000 - \$90,000	Travel:	None

GENERAL DESCRIPTION

Performs advanced (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analysis and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

1. Performs various fiscal functions to include accounting, budgeting, payroll, and purchasing.
2. Prepares monthly payroll for agency in Centralized Accounting and Payroll/Personnel System (CAPPS).
3. Coordinate with HR Specialist to finalize personnel actions in CAPPS prior to running payroll. Prepares new hire information for payroll processing.
4. Prepares and reconciles monthly and quarterly payroll and benefit reports.
5. Processes account receivables and posts in agency database, prepares daily deposits and reconciles to applicable systems.
6. Processes transfers of revenue from Trust to Treasury; reconciles monthly Safekeeping Trust statements.
7. Co-approve trust and scholarship transfers along with Executive Director.
8. Releases trust and scholarship transfers.
9. Reviews and processes requests for refunds via credit cards and warrants.
10. Reviews and approves purchase orders and vouchers.
11. Serves as SPA Back-up.
12. Assists in the development of the agency's annual budget.
13. Formulates and revises agency policies regarding the use of operating funds.
14. Determines the reliability of agency accounting records and properly accounts for agency assets.
15. Assists in the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures.
16. Assists in preparation of annual financial report, periodic financial reports, budget requests, fiscal notes and Self-Directed, Semi-Independent reports.
17. Performs related work as assigned.

QUALIFICATIONS

Minimum Qualifications:

1. Experience in accounting and financial operations.
2. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred.
3. Experience using CAPPS (Centralized Accounting and Payroll/Personnel System).
4. Experience and education may be substituted for one another.

MILITARY SPECIALTY CODES:

Army-73D, Navy-1005, Coast Guard-None, Marine None, Air Force-None

Additional Military Crosswalk information can be found at: Military Crosswalk for Occupational Category - Accounting, Auditing, and Finance

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of financial administration, budget control, and fiscal accounting; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to fiscal operations.
2. Skill in the use of a computer and applicable software.
3. Ability to plan, organize, and direct accounting programs; to budget funds; to set up accounting systems; to interpret laws and regulations; to apply accounting theory; to communicate effectively; and to supervise the work of others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, busy environment with many interruptions and is occasionally exposed to outside weather conditions. The noise level is usually moderate. Some travel will be required for outreach programs, meetings, and training.

SCHEDULE

Office hours are Monday through Friday from 8:00 a.m. – 5:00 p.m. Hybrid telework may be permitted after an introductory period of 90 days. Flexible work hours from 6:00 a.m. to 6:00 p.m. may be permitted.

HOW TO APPLY

The Texas Board of Architectural Examiners (TBAE) accepts applications only for posted vacancies. Submit **one State of Texas Application, cover letter, and resume** for each position in which you are interested. Applications must be received by 5:00 pm on the closing date.

A resume submitted in lieu of a State of Texas Application will be rejected. A State of Texas Application with “see resume” within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted in the following manner:

**Submitted thru Central Accounting
Payroll and Personnel System CAPPS:**

[CAPPS Careers](#)
[Workintexas.com](#)

Mailed via U. S. Postal Service or delivered in person:

Texas Board of Architectural Examiners
Attn: Human Resources
505 E. Huntland Dr. #350
Austin, Texas 78752

Email: Sabrina.Jones@tbae.texas.gov

Applications submitted via email or fax will be subject to a personal signature if called for an interview. The interview may include a writing exercise.

The Texas Board of Architectural Examiners is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, 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 Human Resources at (512) 305-8525.

Hearing impaired individuals may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

The selected applicant 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.

TBAE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER