

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at WorkinTexas.com

Job Title	Accounting Tech II	Closing Date	When Filled
Reports To	Chief Accountant	Posting Number	22-15
Salary Group	A13 \$2,453.25 to \$3,865.66 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 days from start date	Travel	Must be willing to travel within the State of Texas

Military Crosswalk

Army	36B, 89A, 92A, 890A, 920A	Navy	LS, LSS, PS, 741X, 751X
Air Force	6FOX1	Marines	3432, 3451
Coast Guard	SK		

General Description

Performs a variety of administrative, bookkeeping and clerical accounting work in the Accounting Department. Works under limited supervision, with considerable latitude for the use the initiative and independent judgment.

Duties and Responsibilities

Mail Room- Open, sort and distribute incoming mail. Process outgoing mail. Process and record receipt of mail with money. Sort and distribute correspondence received daily. **Daily Deposit-** Enter and balance entries of daily cash receipts. Process return money pulled from deposit. Assist with maintenance of deposit files. Respond to internal and external customer requests. **Accounts Payable/CAPPS-** Assist in coding and processing various accounting transactions within CAPPS. Trachs invoices to match payments, then mails to recipients. Assist with maintenance of payment files. Complete nad mail various vendor correspondence. **Specialized Reports-** May assist in preparing specialized accounting reports for management. **Records Retention-** Assist Accounting staff wit regularly scheduled record retention activities.

Knowledge, Skills and Abilities

Knowledge of good office techniques. Prefer typing speed of at least 35 words per minute. Ability to use select office machines and equipment. Knowledge of basic generally accepted accounting principles and procedures.

Education and Experience Requirements

A minimum of a high school diploma or equivalent. A minimum of one year experience in accounting and/or bookkeeping. One year of experience with computers, telephones and calculators.

Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

How To Apply

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The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law. The Texas Board of Nursing participates in E-Verify, and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization