



**CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

**Accountant**

**General Position Summary**

Performs complex accounting work. Work involves preparing financial reports; preparing and monitoring the agency budget; processing requisitions and expense vouchers in state financial systems; and participating in an annual financial audit as well as ad hoc internal audits. Works under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Chief Operating Officer.

**Salary Range:** (B19) \$45,244 - \$72,408/year

**Closing Date:** September 29, 2023

**GENERAL QUALIFICATION REQUIREMENTS:**

**Required Experience and Education**

Three years of full-time experience working in the following fields or a combination thereof: accounting or budgeting with a State of Texas agency.

Experience with Uniform Statewide Accounting System (USAS) and the Centralized Accounting and Payroll/Personnel System (CAPPS) financial module is required. Experience using Automated Budget and Evaluation System of Texas (ABEST) is preferred. Must be proficient in Microsoft Excel.

Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred. Relevant experience may be substituted for each year of education on a year-for-year basis.

**Knowledge and Abilities**

Knowledge of accounting methods, budget control methods, policies, and procedures. Strong organizational skills including ability to prioritize, plan and coordinate work. Ability and aptitude for high attention to detail and accuracy. Ability to handle multiple projects and meet demanding deadlines. Ability to maintain effective relationships with internal and external partners. Ability to communicate effectively both orally and in written format.

**EXAMPLES OF WORK PERFORMED**

- Processes daily grant expense payment vouchers in CAPPS.
- Sets up new and maintains existing grant award ledgers in CAPPS and in the master grant budget/expense Excel workbooks.
- Troubleshoots issues with grant budget revisions and carry forward as well as other information in CAPPS.
- Completes state pass-through entries for the Annual Financial Report.

- Researches and provides documents related to requests from the external auditor for the annual audit of CPRIT's financial statements.
- Performs initial budget approval of procurement and travel requisitions in CAPPs.
- Prepares a monthly agency budget expense report for the current state fiscal year, monthly reconciliations of the prior two state fiscal year budgets, and monthly reports on agency revenue from licenses plates, revenue sharing agreements, application fees, conferences, and donations as applicable.
- Prepares a monthly status report on the expenditure of cancer bond issuances by the 10<sup>th</sup> day of every month for submission to the Texas Public Finance Authority.
- Works with the Chief Operating Officer to prepare the agency's annual budget.
- Works with the Chief Operating Officer and other staff to prepare the agency's Legislative Appropriations Request and Operating Budget in ABEST.
- Provides accurate and appropriate technical assistance on fiscal matters.
- Provides CAPPs level one support to other agency CAPPs users and trains new employees who must use CAPPs on CPRIT processes.
- Maintains cross-training on all accounting processes and procedures to be able to back up the other accountant including but not limited to: Reviews and enters agency invoices; processes prepared travel vouchers; performs journal and budget revision voucher entries in USAS and CAPPs; performs quarterly USAS-ABEST reconciliation and monthly CAPPs-USAS reconciliation; prepares agency financial reports; receives, deposits, reconciles, and tracks revenues; and participates in and works with the COO to complete the Annual Financial Report.
- Performs other duties as assigned.

### **Military Occupational Codes:**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

### **Application Instructions**

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas. CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer. You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.