

# Supreme Court of Texas

## Accountant II

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Class No. 1014 - Salary Group B15

Salary Range \$46,000 - \$48,500

### **General Description**

Performs routine accounting work in the area of asset management and travel. Performs routine property management work in the area of building maintenance, renovations and remodeling, office moves and emergency evacuation planning. Works under moderate supervision, with considerable latitude for the use of initiative and independent judgment.

### **Examples of Work Performed**

- Prepares and processes travel vouchers internally and in CAPPS Financial System
- Assist with travel arrangements and coordination of travel
- Conducts an annual inventory of equipment, property and office supplies
- Responsible for maintaining office supply stock and coordinating with the purchasing department when purchases are needed
- Classifies, codes, posts and balances accounting documents and records in CAPPS Asset Management System
- Ensures office assets are accounted for properly
- Plans, schedules and coordinates general maintenance, major repairs, and remodeling or construction projects and maintain records of the same
- Inspects property to ensure safety and determine whether repairs or maintenance are needed
- Responsible for the office emergency evacuation procedure plan and coordination with others
- Responsible for coordination of office moves, including transfers of phone and computer equipment and lines
- Responsible for assisting employees with problems or concerns that arise with regard to phones, furniture, electronics, printers, copy machines, etc.
- Will be the contact person for deliveries and maintenance/repair technicians
- Performs related work as assigned

### **GENERAL QUALIFICATIONS GUIDELINES**

#### **Experience and Education**

Experience in financial operations, customer service and inventory management work. Graduation from an accredited college or university is generally preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge of generally accepted accounting principles and procedures. Ability to communicate effectively and professionally, Skill in the use of office equipment, computers and associated software applications. Ability to work accurately with numerical detail.

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

