



**Working title: General Ledger Manager**

**Class title: Manager V**

**Posting No.: 0304-26**

**Opening Date: 03/12/2026**

**Closing Date: Open Until Filled**

Location: Bush Building, 1801 Congress Ave., Austin, TX 78701

Class Code: 1604

FLSA: Admin-Exempt

Salary Group/Salary: B26, \$76,530.00 - \$129,429.96/yr.

Division: Office of the Controller

Number of positions: 1

### **General Description**

Performs advanced (senior-level) managerial work administering the daily operations and activities of the Texas Department of Licensing & Regulation general ledger, revenue management, and financial reporting programs. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and maintaining accuracy of information and producing associated management and state reporting requirements. Performs analysis of fiscal activities and maintains accounting system. Plans, assigns, and supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. May represent the Director of Accounting at agency meetings and events requiring the need to make independent decisions on behalf of the Office of Controller. This position reports to the Director of Accounting.

### **Essential Job Functions**

- Oversees, supervises, and manages the activities of staff in the general ledger, revenue accounting, and financial reporting areas of the Office of the Controller Division.
- Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.
- Develops guidelines, procedures, policies, rules and regulations and monitors compliance with policies and procedures within the Office of the Controller or other divisions.
- Oversees, identifies, designs, and implements techniques for evaluating program activities for the Office of the Controller or other divisions.
- Reviews, evaluates, and/or makes suggestions about legislation/rules/games, within the Office of the Controller or other divisions. Oversee the implementation of changes resulting from new legislation or rules.
- Supervises activities related to deployment, functionality, reporting, and improvements of financial modules integrated to the agency's automated financial system(s) and other agency gaming system or business applications.
- Prepares management and productivity reports and studies within the Office of the Controller or other divisions; and reviews documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Oversees the preparation of the annual financial report and reviews special investigations, audits, and research studies within the Office of the Controller or other divisions.
- Provides technical accounting guidance in general ledger, revenue management, and financial reporting within the Office of the Controller or other divisions.
- Plans, assigns, and supervises the work of staff assigned to section programs, performs employee performance evaluations on direct reports, and directs and supports all aspects of personnel recruitment, training, development, and management.
- Prepares briefing materials, reports, and other written correspondence to report financial activity and transparency to executive management, the commission, or oversight agencies.
- Represents the Office of the Controller at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees as directed by the Director of Accounting.
- Supervises the Office of Controller during absence of Director of Accounting which may include review and approval of various financial documents.
- Oversees the identification of areas that need change, makes recommendations to improve operations, and oversees implementation of changes.
- Performs related duties as assigned.

### **Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with major course work in Accounting, Finance, or Business Administration is required.
- Five years of experience in the preparation of financial statements, general ledger accounting, revenue accounting, automated accounting systems, accounting controls, reconciliation, development of financial systems, and/or auditing is required.
- Three years of experience supervising or coordinating the work of accounting personnel and accounting functions is required.
- Experience with personal computers and the use of spreadsheet and word processing software is required.
- Must be willing to work evenings, weekends, and holidays as workload may require.
- Must be willing to travel up to 5% for job-related purposes as required.
- Experience in the operation, development, and implementation of Enterprise Resource Planning (ERP) software, such as PeopleSoft, Oracle, MIP, or SAP is preferred.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) Financials and HR/Payroll modules is preferred.
- Experience with the Uniform Statewide Accounting System (USAS), State Property Accounting System (SPA), or the Texas Identification Number System (TINS) is preferred.
- Licensed as a Certified Public Accountant is preferred.

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

- Knowledge of local, state, and federal laws and regulations relevant to financial administration, specifically with general ledger and financial reporting; and the principles and practices of public administration and management.
- Knowledge of and experience in Microsoft Office Suite.
- Strong organizational skills with aptitude for detail.
- Ability to supervise and manage program activities.
- Ability to establish goals and objectives.
- Ability to devise solutions to administrative problems.
- Ability to develop and evaluate administrative policies and procedures.
- Ability to prepare clear and concise reports.
- Ability to effectively plan, assign, supervise, and evaluate the work of staff engaged in a variety of tasks.
- Ability to communicate effectively.
- Ability to work well in stressful situations under strict deadlines.

### **Physical and Mental Requirements**

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

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

### **HOW TO APPLY**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

**SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

**E-VERIFY**

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*