



**Working title: General Ledger Team Lead**

**Class title: Accountant VII**

**Posting No.: 0317-26**

**Opening Date: 03/30/2026**

**Closing Date: Open Until Filled**

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

Class Code: 1024PP

FLSA: Professional-Exempt

Salary Group/Salary: B26, \$76,530.00 - \$125,000.04/yr.

Division: Office of the Controller

Number of positions: 1

### **General Description**

Performs highly advanced (senior-level) accounting work in the Office of the Controller of the Texas Department of Licensing & Regulation. Work involves preparing and/or overseeing the preparation of financial analyses and reports; and establishing, maintaining, and/or overseeing accounting systems, procedures, and controls. May plan, assign, and/or coordinate the work of others. Works in a manner that exemplifies and supports the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position reports to the General Ledger Manager.

### **Essential Job Functions**

- Prepares and coordinates the planning, development, and submission of the agency's annual comprehensive financial report and annual financial report in accordance with Governmental Accounting Standards Board (GASB) and Office of the Comptroller Public Accounts requirements.
- Prepares and reviews general ledger accounting entries and reconciliation of financial transactions.
- Prepares and/or directs the preparation of periodic financial statements, analyses, and reports in accordance with state reporting requirements.
- Maintains the overall quality control of the accounting system and ensures the integrity of system processing and accounting records.
- Oversees the analysis of processing systems and functions (gaming and financial systems) and recommends changes as necessary.
- Oversees upgrades to the gaming system which requires coordinating, planning, scheduling, and testing during the project planning, development, and implementation phases.
- Serves as a consultant, subject matter expert, and support for various financial and accounting functions and systems of the Office of the Controller.
- Recommends and implements agency accounting and financial policies and procedures in accordance with statute and professionally accepted standards.
- Develops methods for the control of cash receipts, deposits, and disbursements.
- Develops goals and objectives for assigned responsibility area.
- May design and consult with information technology staff in the development of computer systems for financial applications.
- May plan, assign, and/or coordinate the work of others.
- Performs related work 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. (Experience in accounting, auditing, or preparing and analyzing financial statements, in excess of the required four years listed below, may be substituted for college on a year-for-year basis.)
- Four years of experience with the preparation of complex financial statements, footnotes, and supplemental schedules is required.
- Four years of experience in general ledger accounting, accounting controls, and/or auditing is required.
- Experience working with an Enterprise Resource Planning (ERP) system, such as PeopleSoft, Oracle, MIP, or SAP is required.
- Must be willing to work extra hours, evenings, weekends, and holidays, as workload may require.
- Must be willing to travel up to 5% for job-related purposes as required.

- Two years of experience in governmental accounting or GASB technical standards is preferred.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) Financials modules is preferred.
- Experience with the Uniform Statewide Accounting System (USAS) is preferred.
- Licensed as a Certified Public Accountant is preferred.

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

- Knowledge of state and federal laws and regulations relevant to financial administration specifically with general ledger and financial reporting; and of the principles and practices of public sector accounting and management.
- Knowledge of GAAP and GASB requirements for financial reporting.
- Thorough knowledge and skills in the use of spreadsheet software applications (i.e., Excel), including preparing schedules, charts, and graphs.
- Strong organization skills with aptitude for detail.
- Ability to assign and/or coordinate the work of others; to plan, organize, and direct accounting programs; to set up accounting systems; to interpret laws and regulations; and to apply accounting theory.
- Ability to prepare clear and concise reports and correspondence regarding findings.
- Ability to create and modify complex spreadsheets to accurately track fiscal reports.
- Ability to work independently or in a team environment.
- Ability to communicate effectively.
- Ability to meet and deal tactfully and effectively with others, both in person and on the telephone.
- Ability to handle multiple projects and meet demanding 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\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.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.*