



**Working title: Accountant VI**

**Class title: Accountant VI**

**Posting No.: 0519-26**

**Opening Date: 05/20/2026**

**Closing Date: Open Until Filled**

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

Class Code: 1022PP

FLSA: Professional-Exempt

Salary Group/Salary: B24, \$65,104.08 - \$106,633.92/yr.

Division: Office of the Controller

Number of positions: 1

### **General Description**

Performs advanced (senior-level) accounting work in the Office of the Controller of the Texas Department of Licensing and 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, train, and/or coordinate the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the General Ledger Manager.

### **Essential Job Functions**

- Oversees and/or prepares monthly and annual financial statements, vouchers, license fees schedule, and reports.
- Prepares weekly sales reports, monthly transfer calculations, account analyses and reconciliations.
- Performs various fiscal functions within General Ledger accounting, such as scratch ticket inventory valuation, fixed asset accounting, investment maturity accounting, sales journal import, and financial reporting.
- Prepares weekly memos for payment approval of Lottery Operator's invoice and maintains the abatement schedules as it applies to the contract.
- Prepares and/or assists with the unclaimed property reporting and upgrades to the gaming system which requires coordinating and testing during project development and implementation phases.
- Prepares and/or assists in the coordination, 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 the Office of the Comptrollers Public Accounts requirements.
- Prepares and/or reviews general ledger journal entries, deposits, monthly and quarterly reconciliation of financial transactions, such as scratch tickets liability, and sanctions/credits reconciliations.
- Reviews the Live Scratch Ticket Reconciliation as prepared by other division, communicates any discrepancies found, and oversees any corrections made.
- Develops, coordinates, or produces highly complex reports for monitoring and reporting agency financial information.
- Formulates, recommends, and implements agency accounting and financial policies and procedures in accordance with statute and professionally accepted standards.
- Serves as a consultant, subject matter expert, and support for various financial and accounting functions and systems of the Office of the Controller.
- May plan, assign, train, and/or coordinate the work of others.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all Texas Department of Licensing and Regulation personnel policies and 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 general ledger accounting, accounting controls, and/or auditing, in excess of the required four years, may be substituted for college on a year-for-year basis.)
- Four years of experience in general ledger accounting, accounting controls, and/or auditing is required.
- Four years of work experience preparing, analyzing, and/or auditing financial reports is required.
- Must be willing to work extra hours, evenings, weekends, and holidays, as workload may require.
- Experience with spreadsheet software applications such as Microsoft Excel is preferred.
- Licensed as a Certified Public Accountant is preferred.

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

- Knowledge of financial administration, fiscal accounting, governmental accounting, and policies and procedures.
- Thorough knowledge of spreadsheet software applications (i.e., Excel), including preparing schedules, charts, and graphs.
- Strong organization skills with aptitude for detail.
- 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 interpret laws and regulations and apply them to day-to-day operations.
- Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data.
- Ability to review, evaluate, and develop policies and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to handle multiple projects and meet demanding deadlines.
- Ability to work independently or in a team environment.

### **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.*