



Working title: Revenue Accountant

Class title: Accountant III

Posting No.: 0520-26

Opening Date: 05/20/2026

Closing Date: Open Until Filled

Location: EOT Bldg., 920 Colorado St., Austin, TX 78701

Class Code: 1016

FLSA: Non-Exempt

Salary Group/Salary: B18, \$45,521.04 - \$58,200.00/yr.

Division: Office of the Controller

Number of positions: 1

General Description

Performs moderately complex accounting work involving maintaining, preparing, posting, and balancing financial statements, records, documents, and/or reports. Works under general supervision with limited latitude for the use of initiative and independent judgment. This position reports to the Revenue Manager in the Office of the Controller Division.

Essential Job Functions

- Codes, posts, and balances revenue accounting documents and records; processes deposits, refunds, journal vouchers, and clearances in the Centralized Accounting Payroll/Personnel System (CAPPS) and Uniform Statewide Accounting System (USAS); and prepares licensing documentation for distribution.
- Reviews documentation for return checks, Interagency Transaction Vouchers (ITV), and refunds.
- Verifies data entered into cash receipt system and assigns program codes. Processes reversals and code corrections.
- Processes warrant hold documents to clear the default fund. Coordinates with the General Counsel's Office for proper coding.
- Processes return checks and clears return check default fund; maintains return check records and coordinates collection efforts with the Enforcement Division.
- Maintains records on deposits via interagency action (ITV's) including preparing and submitting invoices, coordinating with other state agencies and coding receipts.
- Verifies batches prepared by Administrative Services Team.
- Researches reconciliation discrepancies and aged suspense listings, and reports findings.
- Maintains revenue files and cash control records.
- Assists in developing and maintaining administrative and technical policies and procedures.
- Assists in making recommendations for improvements or revisions to the revenue accounting processes and/or procedures.
- 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 a standard senior high school or GED equivalent is required.
- Four (4) years of experience in bookkeeping or accounting in an office environment is required. (Graduation from an accredited four-year college or university with major course work in accounting or a related field may substitute for two years of the experience requirement.)
- Experience with Microsoft Excel and Microsoft Word is required.
- Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred.
- Experience with Microsoft Access and PowerPoint is preferred.

- Experience with CAPPs and USAS data entry processing is preferred.
- Experience in payment handling and/or reconciliation is preferred.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles and procedures, of budget controls, and of cash receipts and revenue methods and procedures.
- Skilled in the use of office equipment, computers, and associated software applications including MS Office applications.
- Ability to perform complex accounting transactions.
- Ability to interpret laws and regulations and to interpret and apply accounting theory.
- Ability to work accurately with numerical detail, perform data entry, and use a ten-key calculator by touch.
- Ability to work independently, with general supervision.
- Ability to analyze, consolidate, compile, and interpret accounting data.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective working relationships with agency personnel, division co-workers, and personnel of other state agencies.
- Ability to provide friendly, caring service to employees of the Agency and to the public.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

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

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 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.