TEXAS DEPARTMENT OF LICENSING & REGULATION

Working title: Accountant III
Class title: Accountant III
Posting No.: 1016-27
Opening Date: October 22, 2026
Closing Date: Open Until Filled
Location: Bush Building, 1801 Congress Ave., Austin, TX 78701
Class Code: 1016PP
FLSA: Professional-Exempt
Salary Group/Salary: B18, $45,521.04-$55,650.00/yr.
Division: Office of the Controller
Number of positions: 2

General Description

Performs moderately complex (journey-level) accounting work. Work involves preparing financial statements, records, documents, and reports. May specialize in some phase of accounting work such as general ledger, property and equipment control, expense reconciliation, appropriation accounting and control, and bank reconciliations. May train others. Works under general supervision with limited latitude for the use of initiative and independent judgment. This position reports to the Director of Accounting.

Essential Job Functions

- Reconciles accounts, bank statements, and appropriation balances and researches reconciliation discrepancies and reports findings.
- Prepares and/or processes general journal entries and related vouchers.
- Classifies, codes, posts, and balances financial and accounting documents and records.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state statutes.
- Prepares letters of instruction for daily presentments, and daily reimbursement of the prize payment account.
- Prepares financial statements including exhibits, notes, schedules, and reports.
- Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- Assists in making recommendations for improvements, adaptions, or revisions to the accounting system and accompanying procedures.
- Provides technical assistance to staff performing accounting transactions.
- 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 or financial operations, in excess of the required two years, may be substituted for college on a year-for-year basis.)
- Two years of experience in accounting or financial operations is required.
- Experience with Microsoft Excel and Word is required.
- Must be willing to work extra hours (evenings, weekends, and holidays) as workload may require.
- Two years of experience with general ledger accounting is preferred.
- Two years of experience with automated accounting systems is preferred.
- Two years of experience in the preparation and/or review of financial statements is preferred.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Skills with spreadsheet and word-processing software.
- Ability to perform complex accounting transactions.
- 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 tasks and the pressure of time sensitive deadlines.
- Ability to work in a team environment.
- Ability to establish and maintain open and effective working relationships with manager and co-workers.
- Ability to train others.

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

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.