Working title: Accountant VI
Class title: Accountant VI
Posting No.: 1017-27
Opening Date: October 21, 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 - $95,959.08/yr.
Division: Office of the Controller
Number of positions: 1

General Description

Performs advanced (senior-level) accounting work in the Office of the Controller at the Texas Department of Licensing and Regulation Work involves preparing and/or overseeing the preparation of financial analysis, reconciliations, 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, quarterly, and annual financial analysis, reconciliations, and reports.
- Prepares and/or audits general ledger journal entries, deposits, and related entries.
- Oversees and/or prepares all phases of unclaimed property reporting for the State of Texas and other states.
- Oversees upgrades to the gaming system which requires coordinating, planning, scheduling, and testing during the project planning, development, and implementation phases.
- Prepares financial statements including exhibits and notes and coordinates the planning, development, and submission of the agency's comprehensive annual financial report and annual financial report in accordance with Governmental Accounting Standards Board (GASB) and the Office of the Comptrollers Public Account requirements.
- Prepares and/or acts as backup for weekly sales reports, monthly transfer calculations, account analysis, and reconciliations.
- Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Creates, develops, implements, and revises department policies and procedures.
- May oversee the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures.
- May provide technical assistance to staff performing accounting transactions.
- May plan, assign, train, 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 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.
- Experience with Microsoft Excel and Word 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 direct accounting programs, to set up accounting systems, to interpret laws and regulation, to apply accounting theory, and communicate effectively.
- Ability to review, evaluate, and develop policies and procedures.
- Ability to create and modify complex spreadsheets for use in reconciliations and financial reporting.
- Ability to prepare clear and concise reports and correspondence regarding findings.
- Ability to work independently or in a team environment.
- Ability to meet and deal tactfully and effectively with others, both in verbal and written communication.
- 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

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.