



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 20-100</b>		
<b>Business Title: CAPPS</b>		<b>State Classification: Accountant V</b>
<b>Salary Group: B21</b>	<b>Salary: \$4,023.16-\$6,579.42 (month) \$48,278.00 - \$78,953.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 07/23/2020</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Financial Services</b>		<b>Program: Accounting, Payables and Payroll</b>

**Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

**JOB SUMMARY:**

This position will represent TFC Accounting and Budget in CAPPS HR implementation as well as early preparation of CAPPS Financial structure needed to ensure CAPPS HR is consistent with CAPPS Financial funding structures. This position will also work with other subsystems as necessary to incorporate interfaces as needed and establish documented procedures. This position involves implementing and maintaining automated financial systems and improving business process through efficiencies gained through automation. This position will serve as the SME of the system used for HR/Payroll system as well as in preparation of Financial System transition. This position will coordinate all payroll, position control budgeting and coordination among internal stakeholders as well as external. This position will develop all procedures due to transition to automated systems and provide training during transition. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- ◆ Assist and Coordinates the implementation of systems from a functional accounting and budget perspective, representing the Accounting and Budget needs with regards to CAPPS.
- ◆ Documents all payroll related business requirements as well as position control functions for translation of business needs to technical and functional CAPPS PMO and understands the financial impacts with any modifications of business requirements due to system adaptability.
- ◆ Plans procedures and regulations to control the disbursement of allocated funds within CAPPS HR and in preparation of CAPPS Financials compatibility.
- ◆ Develops training documents tailored to TFC business needs using CAPPS.
- ◆ Analyze CAPPS transition to assist with ensuring compliance with state and federal policies and procedures.
- ◆ Assists with financial report development for use within CAPPS systems using query functionality for business needs.
- ◆ Functions as a financial consultant to program managers in assisting with CAPPS transition for program business needs.
- ◆ Evaluates and identifies areas of needed change; recommends improvements.
- ◆ Represent the agency at meetings, with internal and external entities.
- ◆ Trains and mentors staff in transition of systems.
- ◆ Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

- ◆ Bachelor's degree in accounting, finance, or a related field from an accredited four-year college or university.
- ◆ Significant experience in Accounting or Budget may be submitted for a degree on a year for year basis.
- ◆ Experience with implementation of automated financial systems.
- ◆ Experience with implementation of PeopleSoft, CAPPS HR/Financials or automated systems, preferred.
- ◆ State government experience using Enterprise Resource Planning, preferred.



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## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Working knowledge of agency and program area rules, regulations, policies, procedures, auditing, accounting and budget as it applies to implementation of automated systems.
- ◆ Considerable skill in project management of enterprise automated systems.
- ◆ Working knowledge of payroll processes.
- ◆ Proficient in strategic and critical thinking.
- ◆ Proficient in the use of personal computers and applicable programs, applications, and systems.
- ◆ Proficient in understanding of functional and technical business processes.
- ◆ Ability to establish and meet goals and objectives.
- ◆ Skill in reconciling data between two systems.
- ◆ Ability to gather, organize, and analyze information and develop appropriate solutions.
- ◆ Ability to translate functional activities into technical activities and vice versa.
- ◆ Skill in using integrated financial systems.
- ◆ Ability to prioritize and manage multiple tasks in stressful environment.
- ◆ Ability to produce quality, accurate work while meeting deadlines.
- ◆ Ability to train staff, either in a group setting or one on one basis as well as development of training material applicable to a state agency's business.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3451 Financial Management Resource Analyst, 3402 Finance Officer (Warrant) 6F0X1 Financial Management and Comptroller, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountantAuditingFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountantAuditingFinance.pdf)

**Incomplete applications will not be considered.**

### **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**



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Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:** 14142890

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