



## COURT OF APPEALS SECOND DISTRICT OF TEXAS

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### JOB VACANCY NOTICE ACCOUNTANT

The Second Court of Appeals in Fort Worth is now accepting applications for the position of Accountant. (Posting #21-002.) Applications will be accepted until the position is filled.

The state job title is Accountant IV, with an annual salary ranging from \$42,244 to \$68,960, commensurate with experience. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

**General Job Description:** This position involves a variety of moderately complex to advanced accounting work. Work involves preparing budgets, financial statements, records, and reports; recording and reporting financial transactions; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; processing payroll; preparing tax returns, W-2 and 1099 forms; processing reimbursements for travel and education; ordering supplies and preparing purchase vouchers to be submitted for payment; making appropriate entries into the state accounting system; and related work as assigned.

**General Qualifications:** This position requires an individual who is highly detail-oriented and who can learn and comprehend various tasks involving detailed policies and procedures. Graduation from an accredited four-year college or university with a degree in accounting or finance is required, along with at least two years' experience in accounting-related employment. Applicant must be computer literate with proficiency in Windows, Word, Excel, and QuickBooks. Experience with State of Texas financial and human resources/payroll systems CAPPs and USAS is a plus.

**Application Procedures:** To apply, mail or fax a State of Texas application, résumé, and college transcript to the following address:

Debra Spisak, Clerk of the Court  
Second Court of Appeals  
401 W. Belknap St., Suite 9000  
Fort Worth, TX 76196  
Fax: 817-884-1932

The State of Texas application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>. Online applications through WorkInTexas.com will also be accepted. Interviews will be by invitation only.

**Note:** The following military occupational specialty (MOS) codes generally correspond to this employment opening: 36B, 89A, 36A, 70C, LS, LSS, PS, 310X, 651X, 751X, SK, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 65FX, and 65WX. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

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).

The Second Court of Appeals is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court.