

TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: August 20, 2019

Closing Date: Until Filled

Job Posting Number: 19-14

Work In Texas Posting Number: 13777199

Number of Vacancies: 1

FLSA Status: Exempt Non-Exempt

State Job Title: Staff Services Officer I

State Classification and Salary Group: 1550/B17

Travel Required: Yes No

Type of Job: Full Time Part Time Temporary

Salary Range: \$40,000 - \$42,500 Annual

Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

Division: **Central Administration**

Work Location: **Sam Houston Building, 10th Floor, 201 E. 14th Street, Austin, Texas 78701**

How to Apply: **REFER TO: Human Resources**

TELEPHONE: (512) 463-5784

E-Mail: cristina.hernandez@ethics.state.tx.us

TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.
- Employment applications may be obtained from the Texas Ethics Commission website at <https://www.ethics.state.tx.us/tec/jobs.htm> or you may contact Human Resources at (512) 463-5784.
- Applications must be Hand-Delivered, Mailed or e-Mailed, directly to the Texas Ethics Commission. Faxed applications will NOT be accepted. No resumes, without a completed State of Texas Employment application, will be considered.
- Any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources.
- The Texas Ethics Commission is in a smoke-free building.

DUE TO THE HIGH VOLUME OF APPLICATIONS WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE TEXAS ETHICS COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

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.

JOB DESCRIPTION

Staff Services Officer performs highly advanced work in several functions such as accounting, risk management and property management. Serves as the Texas Ethics Commission's accounts payable officer, risk manager, inventory specialist, and backup receptionist and covers all administrative duties as assigned. May train others. Works under the direction of the Director of Finance and Administration, with limited latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Accounts payable officer, risk manager, inventory specialist, backup to receptionist and other duties as assigned.
- Prepares and /or processes general journal entries; and prepares and/or processes payment, cash, and purchase vouchers in CAPPs for the Texas Ethics Commission.
- Reviews agency accounting records, such as expenditure, fund, appropriation, expense, and revenue collection records, and ensures agency assets are accounted for properly.
- Assists in the preparation of financial statements, reports, schedules, and exhibits.
- Prepares, tracks and processes invoices to ensure payments are made.
- Calculates, prepares, and issues bills, invoices, account statements, and other financial statement according to established procedures.
- Computes, analyze, prepares, and processes purchase vouchers.
- Oversees receipts of purchases. Ensures that items delivered are properly received, inspected and forwarded to the requesting party. Rejects items that do not meet specification.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.
- Participates in audits conducted by the Comptroller of Public Accounts and the State Auditor's office. Assembles documentation for audits.
- Works closely with Purchasing on delivery and accuracy of goods and services and proper invoicing.
- Assists in monitoring and maintaining the supply room supply levels, stocking supply closets and authorizing supply purchases.
- Ensures agency is compliant with all safety rules and regulations.
- Generates and submits State Office of Risk Management SORM 200 reports annually.
- Coordinates and leads all agency evacuation drills.
- Maintains and updates the agency Business Continuity Plan, Risk Management Policy Manual and agency Safety Policy Manual.
- Serves as agency Risk Manager, Worker's Comp Coordinator and ADA compliance officer.
- Responsible for reporting all building issues to the Texas Facilities Commission via their work portal.
- Responsible for all agency inventory of assets.
- Prepares Semi-Annual and Annual inventory reports of personnel and agency wide property and equipment.
- Submits and certifies all fiscal year-end inventory reports.
- Posts agency equipment for surplus.
- Assigns property tags to agency assets in CAPPs and SPA.
- Assists as backup to the front desk receptionist during lunch and breaks. Provides assistance answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff. Assists with receipt and distribution of mail and express deliveries.
- May assist in the development of the agency's budget, policies, and procedures.
- Other duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS

Minimum Qualifications:

- Experience in accounts payable, risk management, inventory control, and office management work.
- 2 years full time experience in accounts payable, 2 year experience as a risk manager or ADSO officer and 1 year experience in inventory control.
- High school education or equivalent is required with an Associate's degree with major coursework in public or business administration. Years of experience in related job duties can be substituted for the Associates degree.

Preferred Qualifications:

- Graduation from an accredited four-year college or university with major coursework in public or business administration, or a related field is generally preferred.
- 3 years full time experience in accounts payable, 3 years' experience as a risk manager or ADSO officer and 2 year experience in inventory control.
- Direct experience working at a State of Texas agency in accounts payable may be substituted for education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES

- One or more years CAPPs experience. One or more years SPA experience.
- Knowledge of accounts payable, risk management, inventory control, and of the principles of business administration and accounting.
- Ability to perform arithmetical computations, to calculate invoices and interest, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.
- Knowledge of business administration and accounting principles and practices, and of policies and procedures of risk management and inventory controls.
- Skill in the use of a computer and in applicable software.
- Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with prompt payment requirements; to write and edit policy manuals; to communicate effectively; and to accurately track and manage agency assets.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Work effectively in a professional team environment.

REGISTRATION, CERTIFICATION, OR LICENSURE

- May require certification as a Business Continuity officer.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

Work is performed in a standard office environment and requires:

- Ability to remain in a seated position for long periods of time.
- Ability to lift up to 35 lbs.
- Normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies.
- Marginal or corrected visual and auditory requirements.
- Constant use of personal computers, copiers, printers, and telephones.
- The ability to move about the office to access file cabinets and office machinery.
- The ability to work under deadlines, as a team member, and in direct contact with others.

WORK EXPECTATIONS

Must be able to:

- Regularly, reliably, and punctually attend work.
- Work extended hours as necessary.
- Show flexibility and adaptability toward changes in assignments and work schedules.
- Use personal vehicle for state business.
- Adhere to the agency's internal management policies and procedures.
- Exhibit work behaviors consistent with agency core values.
- Confidentiality - must be able to responsibly handle sensitive and confidential information and situations.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 92A Automated Logistical Specialist, 92Z Senior Non Commissioned Logistician, 641X LDO-Administration, 8862 Material Management Officer, 16GX Air Force Operations Staff Officer, 60CO Program Director, 92 Supply and Services, 30 Supply Administration and Operations, 3M Support Services and 60 Acquisition Command or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf