



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Accountant V

General Position Summary

Performs highly complex accounting work. Work involves preparing financial reports; preparing and monitoring the agency budget; processing requisitions and expense vouchers in state financial systems; and participating in an annual financial audit as well as ad hoc internal audits.

The accountant reports directly to the Chief Financial Officer. The position works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

CPRIT operates on a standard Monday - Friday work schedule. Approval of an alternative work schedule, including any form of teleworking, is at management's discretion and based on the business needs of the agency and the requirements of the position. This position may be eligible to telework up to a maximum of 20 hours in a 40-hour-a-week hybrid work schedule.

Hiring Salary Range: (B22) \$57,614 - \$93,138/year

Closing Date: July 21, 2026

GENERAL QUALIFICATION REQUIREMENTS:

Required Experience and Education

Four (4) years of full-time experience working in accounting and financial operations at a Texas state agency. Experience with the Uniform Statewide Accounting System (USAS) and the Centralized Accounting and Payroll/Personnel System (CAPPS) financial module is required. Must be proficient in Microsoft Excel.

Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred. Experience and education may be substituted for one another on a year-for-year basis.

Experience using Automated Budget and Evaluation System of Texas (ABEST) is preferred.

Knowledge and Abilities

Must have the ability to maintain an in-office presence and ability to make deposits to the state treasury as necessary.

Reconciles deposits and tracks revenue from license plates, grant revenue sharing agreements, application review fees, donations, grant and other expenditure refunds, and conference registration fees including entering deposit vouchers in USAS.

Knowledge of accounting methods, budget control methods, policies, and procedures. Strong organizational skills include the ability to prioritize, plan and coordinate work. Ability and aptitude for high attention to detail and accuracy while handling multiple projects and meeting demanding monthly and periodic deadlines. Ability to maintain effective relationships with internal and external partners. Ability to communicate effectively both orally and in written format. Skills in using Microsoft Office programs such as Word, Excel, internet and email.

EXAMPLES OF WORK PERFORMED

- Maintains and prepares agency ledgers in CAPPS, in USAS and on Excel spreadsheets for agency expense accounting.
- Reviews agency invoices for accuracy and forwards to appropriate staff for review and payment approval, then enters payment vouchers in CAPPS for final pay approval.
- Reviews completed travel vouchers for expense validity and accuracy and processes correctly prepared vouchers for payment.
- Reviews expenditures against contract and purchase order amounts verifying budgeted limits are not exceeded.
- Establishes new fiscal year appropriation budgets in USAS and monitors cash and budget balances as agency expenditures are processed throughout the year.
- Performs journal and budget revision voucher entries in USAS and CAPPS for appropriated budgets, unexpended balances, fund benefit appropriations, and budget transfers.
- Performs quarterly USAS-ABEST reconciliation and monthly CAPPS-USAS reconciliation.
- May assist with the preparation of required agency financial reports including the Annual Financial Report, Annual Report of Nonfinancial Data, Statewide Cost Allocation Plan, Benefits Proportional by Method of Finance (APS011), and Quarterly and Annual Binding Encumbrances/Payables online report according to the requirements of the Comptroller of Public Accounts.
- Prepares IRS form 1099 for any independent contractors used by the agency.
- Provides CAPPS level one support to other agency CAPPS users.
- Provides accurate and appropriate technical assistance on fiscal matters.
- Works with the Chief Financial Officer to provide information for the annual financial audit and other financial transaction audits as necessary.
- Serves as back-up agency travel coordinator.

- Maintain cross-training on all accounting and budget processes and procedures described above to be able to back up the other accountant.
- Processes daily grant expense payment vouchers in CAPPS.
- Sets up new and maintains existing grant award ledgers in CAPPS and in the master grant budget/expense Excel workbooks.
- Performs initial budget approval of procurement and travel requisitions in CAPPS.
- Performs other duties as assigned.

Military Occupational Codes:

You may access the Military Occupational Specialty (MOS) codes applicable to this position at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf. CPRIT encourages

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application and resume online via the WorkInTexas.com portal <https://www.workintexas.com>.

You may also mail a State of Texas application and resume to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. You may hand deliver or send by overnight delivery to Cancer Prevention and Research Institute of Texas, Human Resources, 1701 N. Congress Avenue, Ste. 6-127, Austin, Texas, 78701.

You may obtain additional information about applying for the position at <https://www.cprit.texas.gov/about-us/employment-opportunities/>. It is within CPRIT's discretion to disqualify incomplete applications. CPRIT will not accept faxed or emailed applications.

Additional Information

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

All CPRIT positions are subject to state and agency telework policies and business needs of the agency.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer. You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.