



**TEXAS ALCOHOLIC BEVERAGE COMMISSION**  
invites applications for the position of:

## **Accounts Examiner I (1073) (B13)**

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**SALARY:** \$3,000.00 - \$3,333.33 Monthly

**OPENING DATE:** 09/16/20

**CLOSING DATE:** Continuous

### **GENERAL DESCRIPTION:**

**This is an "open until filled" job posting for a temporary full-time position. Once the position is filled, the job posting will close.**

Performs entry-level accounts examination work. Work involves examining and auditing operating reports and financial accounting records; and collecting taxes, fees, or penalties. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**REPORTS TO: Director II of Tax and Marketing Practices**

### **ESSENTIAL JOB FUNCTIONS:**

- Examines records, tax reports, and documentation submitted by taxpayers and their representatives; reviews tax reports for accuracy of computation, tax rate, and tax payment; and prepares corrected tax reports.
- Contacts taxpayers to secure operating or tax reports; collects taxes and enforces tax laws.
- Reviews and applies laws, rules, manuals, policies and procedures in day-to-day operations.
- Receives incoming calls; answers inquiries from taxpayers; and provides taxpayers guidance concerning regulations, legal requirements, and taxpayers' privileges and responsibilities.
- Assists with processing, examining, editing, and updating taxpayers' accounts.
- Analyzes, edits, and completes source documents in support of the automated system.
- Prepares reports of examination findings; assembles supporting data, forms, and work sheets; and submits findings to supervisor for review. Recommends changes in procedures and forms for a specific area or program.
- Performs related work as assigned.

### **MQS, KSA, LICENSE/CERTIFICATIONS:**

#### **MINIMUM QUALIFICATIONS:**

##### **Option 1**

Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.

##### **Option 2**

Graduation from an accredited two-year college and two years of full-time work experience in examination of business records, accounting, or auditing. Experience and education may be substituted for one another.

##### **Option 3**

Graduation from a standard senior high school or equivalent and four years of full-time work experience in examination of business records, accounting, or auditing.

**Option 4**

Graduation from a standard senior high school or equivalent and six months of full-time work experience in examining business records, accounting, or auditing at TABC.

**TRAVEL REQUIREMENT/TRAVEL %:** 10%

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state tax laws, rules and regulations, and of accounting, auditing, business and administrative procedures and techniques.
- Knowledge of the Texas Alcoholic Beverage Code, guidelines, policies, and procedures.
  
- Skill in use of computers, PC-based software, preferably in Microsoft Word, Microsoft Excel and Adobe Acrobat.
  
- Ability to devise solutions to problems.
- Ability to follow instructions, to pay attention to detail and to perform with a high level of accuracy.
- Ability to compose clear and concise written and verbal explanations and correspondence.
- Ability to work independently and perform as a self-starter and meet critical deadlines.
- Ability to maintain confidential and sensitive information.
- Ability to work under pressure, performing multiple tasks to meet simultaneous deadlines.
- Ability to complete division or agency training to enhance job-related skills.
- Ability to evaluate documents for accuracy and completeness.
- Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures.
- Ability to compose clear and concise reports and to gather and analyze accurate and relevant information.
- Ability to work effectively and professionally with agency personnel and the public including interactions in person, over the telephone and via electronic means.

**REGISTRATION, CERTIFICATION OR LICENSURE:**

N/A

**PHYSICAL REQUIREMENTS/SUPPLEMENTAL INFORMATION:****PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position functions in a standard office environment. Must be able to move about the office to access file cabinets, office equipment, lifting boxes and similar activities. Must be able to communicate and exchange accurate information via phone, computer and in person. Must be able to perform repetitive use of a keyboard at a workstation. Must be able to work with overlapping deadlines. Required to work as a team member, have direct customer contact, and work with sensitive and confidential information.

**MILITARY OCCUPATIONAL SPECIALIST (MOS) CODE:**

Veterans, Reservists or Guardsmen with a Military Occupational Specialty code or additional duties that matches the State Auditor Office's MOS guide ([http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)) may meet the minimum qualifications for this position and are highly encouraged to apply.

**SUPPLEMENTAL INFORMATION**

- The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regards to TABC's and/or an employee's contribution to the Employees Retirement System.
- The Commission will conduct a criminal history and driver record check with the Texas Department of Public Safety in accordance with applicable standards on all finalists for this position.
- In compliance with House Bill 2559, agencies that hire a person who has retired from the Employees Retirement System (ERS) or the Law Enforcement and Custodial Officers Supplemental Fund (LECOS) on or after September 1, 2009 are required to remit a surcharge each month the return-to-work retiree is employed. Candidates meeting these requirements will be offered a lower base salary to cover the surcharge.

- Applicants should clearly describe on their applications how they meet the minimum qualifications for the position. Qualifications may be verified through testing. Resumes will not be accepted in lieu of the completed application. Incomplete applications may not be considered.
- The Immigration Reform and Control Act of 1986 requires all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Alcoholic Beverage Commission 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.
- Males between the ages of 18 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption there from as a condition of state employment.
- The Texas Alcoholic Beverage Commission adheres to the Veteran's Preference granted in Chapter 657 of the Texas Government Code and the Former Foster Children Preference granted in Chapter 672 of Section 1, Subtitle B, and Title 6 of the Texas Government Code

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.tabc.texas.gov>

Position #202000036  
ACCOUNTS EXAMINER I (1073) (B13)  
KC

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### **Accounts Examiner I (1073) (B13) Supplemental Questionnaire**

- \* 1. Indicate your highest level of education.
  - Graduation from an accredited four-year college or university.
  - Graduation from an accredited two-year college.
  - Graduation from a standard senior high school or equivalent.
  - No high school diploma or equivalent.
- \* 2. How many years of full-time work experience in examination of business records, accounting, or auditing do you currently have?
- \* 3. How many years of full-time work experience in examination of business records, accounting, or auditing do you currently have at TABC?
- \* 4. Are you willing to travel? If yes, what percent of time?
- \* Required Question