



Susan Combs
Texas Comptroller of Public Accounts

Apply Your Talent Where It Counts.

As a new college graduate, you stand at the brink of the future. If you haven't considered using your skills for Texas state government, then think again. The Texas Comptroller of Public Accounts (CPA) offers a dynamic work environment where your skills and talents can shine.

CPA – the state’s financial hub – was established in 1835. The agency serves as our state’s chief tax collector, accountant, revenue estimator and treasurer.

The CPA Audit Division recruits qualified applicants for **Auditor I** positions. As an auditor for CPA, you’ll join a smart, forward-thinking agency whose work affects and enriches Texans’ lives every single day. We know potential employees like you are looking to bring home more than just a paycheck. Our agency offers a generous holiday schedule, benefits including retirement account options and 100 percent paid individual health coverage. In addition, we provide you with challenging work to help you strengthen your skills and encourage your professional growth. As an auditor for the state, you’ll know that you’re helping ensure the Texas tax system is fair and equitable for all citizens.

For further information and to view the Auditor I posting, please visit the Comptroller’s employment Web site located at: <http://www.window.state.tx.us/careers/>.

All applicants must submit a Texas State Application for Employment. The application can be sent electronically via the Comptroller’s online application system or by mail/fax.

The Audit Division Recruitment office will consider all qualified candidates based upon the following requirements:

Education: Graduate of an accredited senior college or university is required. A minimum of 24 hours of accounting is required to include six hours of intermediate accounting; three hours of auditing and six hours computer coursework is preferred. In addition, new employees will be required to participate in a prescribed number of weeks of comprehensive classroom training during first six months of employment. Final grade must be 75 or above.

Experience: None

Other Requirements: Travel is required. Extent depends on location.

Duties: Performs entry-level tax audits on business operations. Evaluate internal controls, develop audit plans, and implement audit plan in the examination and verification of operating reports and accounting records to assure legal compliance with state tax statutes and administrative rules and regulations. All individuals hired must be able to work independently performing detailed assignments, scheduling data from business records to worksheets, verifying postings and accurately reconciling account balances. This position is a position of public trust and requires a high degree of confidentiality in handling all taxpayer records, services, audits and/or transactions.

Benefits: CPA offers vacation time and sick leave time, flexible schedules, a pension plan and employee retirement saving plan options and opportunities for professional development. As an Auditor for CPA, you will experience a challenging career in state government with great benefits and opportunities for career growth.

UHV Students and Alumni can apply online at www.myinterfase.com/uhv/student.

A representative from this agency will be at the Texas Job Fair on March 4, 2010.

Contact Career Services for more information about the Texas Job Fair.

Note: Applicants must be legally authorized to accept work without sponsorship from this employer to obtain, extend or renew authorization to work in the U.S. All positions requiring a degree and/or licensing require proof of degree and/or license if hired. Your application for employment with the Comptroller of Public Accounts may be subject to a criminal background check.

*The Comptroller of Public Accounts
is an Equal Employment Opportunity Employer.*