

Are You Interested in Working in Finance at a Public Health Agency?

The Chief Financial Officer (CFO) Team at Texas DSHS is growing! We are looking early-career accountants with an interest in public health and government finance.



Accountant,
Cash Receipts



Accountant,
Billing Branch



Accountant,
Claims

How to Apply

The only way to apply for jobs with the DSHS CFO Team is to go through the Health and Human Services job portal:

<https://jobshportal.hhsc.state.tx.us/ENG/careerportal/>

Create a profile or log into a profile you previously created. Once a profile is created, your information will remain in the system. Adjust and adapt your application for each job you apply to.

Keywords to Search for when Looking for Available Jobs

Accountant – Budget Analyst – Grant Specialist – Systems Analyst

Narrow Your Search By Selecting an Agency

Dept of State Health Services - CFO

Tips for Success

You must complete an application for each position you are interested in. Describe how you meet the requirements. Review your application to make sure your preferences (shift, location, hours, and days you can work) match the requirement for the job you are applying to. Sign and submit your application.

To view current job postings, visit: **<https://jobshportal.hhsc.state.tx.us/ENG/careerportal/>**

Examples of Entry Level Jobs with the DSHS CFO Team



Accountant Positions

- **Cash Receipts**
 - Process cash and other monetary instruments received at the agency. Open and sort mail, stamp remits, enter data, audit, scan, and prepare daily deposits
 - Process requests from internal customers involving refunds of revenue and deposit corrections
- **Billing Branch: Accountant II**
 - Serve as the subject matter expert for overpayments of revenue for the DSHS laboratory – research, prepare, and maintain all aspects of the overpayments of revenue and perform account maintenance while making recommendations
- **Claims: Travel**
 - Audit, research, resolve discrepancies, analyze and process travel claims for DSHS travelers
- **Claims: Accountant II**
 - Maintain, post, and balance accounting and financial statements, records, documents, or reports
 - May specialize in work such as federal funds, property and equipment control, cost, budgeting, or bond supervising
- **Claims: Accountant III**
 - Assist in the preparation of financial statements, records, documents and reports
 - May specialize in work such as federal funds, property and equipment control, cost, budgeting, or bond supervising

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