

2023-24 Texas Public Health Fellowship



Texas Department of State Health Services

Fellowship Description: Public Health Accounting Fellowship
Fellowship ID#: 2023032

Fellowship Details

Host Site Organization Name: Texas Department of State Health Services

Host Site Division/Program: Deputy Commissioner Division, Accounts Payable

Fellowship Name/Title: Accounts Payable Claims, Accounting Fellowship

Host Site/Fellowship Location: 1100 W 49th Street, Austin, TX 78756

Host Site Workplace Setting: 100% remote/virtual

Primary Fellowship Topic: Health Policy and Management

Secondary Fellowship Topic: None

Sub Disciplines:

Accounting

Public Health Skill Areas:

Management and Finance

Data Analytics and Assessment

Communication

Fellowship Overview and Salary

Annual Salary	\$40,000	Percentage of Travel	5%	Benefits eligible?	Yes
Performs routine accounting and financial analysis work. Work involves review, analysis and preparation of accounting documents and reports. Specializes in payment of vendor and grant invoices. May provide assistance with technical advice to department and program staff on proper accounting treatment of grant and vendor invoices. Reviews and determines appropriate account codes and/or chart field information to code accounting documents, including but not limited to, vouchers, invoices, and other financial documents. Uses a variety of software applications including CAPPs, USAS, and agency specific applications, Excel, and Word to perform essential job functions. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.					

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Required Applicant Qualifications

(The following qualifications are REQUIRED. Do NOT apply to this position unless you currently meet or plan to meet these requirements by the start of the Fellowship, June 1, 2023.)

Required certification/license:

No requirement

Ability to Speak in Spanish:

No Requirement

Ability to Write in Spanish:

No Requirement

Preferred Educational Qualifications

(The following preferences are guidelines provided by the Host Site. These are NOT requirements. Host Sites prefer that applicants have completed or are currently working toward these.)

Preferred Level of Education: High School diploma or GED

Preferred Training/Courses/Degree:

Introduction to Accounting

Preferred Specialized and Technical Skills

(The following skills will be a focus during this particular Fellowship position. If you have or are interested in developing data analysis skills or building technical skills in the software listed below, this could be a good Fellowship position for you.)

Data Analysis Skills:

No Preference

Statistical Software:

No Preference

Skill Level with Statistical Software:

No Preference

Other Software:

Excel