



155th/506th JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

Serving Austin, Fayette and Waller Counties
925 5th Street
Hempstead, Texas 77445
(979) 826-8051 Fax (979) 826-7625

Jo Ann Fishbeck
Director

POSITION ANNOUNCEMENT-155TH/506TH CSCD
Office/Finance Manager

JOB TITLE: Office/Finance Manager
DEPARTMENT: 155th/506th Judicial District Community Supervision and Corrections Department
LOCATION: Fayette County Office, La Grange, TX
FSLA STATUS: Non-Exempt
PREPARED DATE: March 5, 2025
CLOSING DATE: Open until filled
SALARY: \$45,000.00

GENERAL INFORMATION: The 155th/506th Judicial District CSCD is a special purpose district serving the Board of Judges comprised of the Judges of two District Courts, two County Courts at Law and one County Court having jurisdiction in Austin, Fayette, and Waller Counties. The Office/Finance Manager is responsible for planning, organizing, and monitoring the financial affairs of the Department and performing complex human resources work. The Office/Finance Manager is appointed by the CSCD Director and performs under minimal supervision with discretionary authority to administer fiscal and human resources policy. The position requires mature judgment and ability to advise the CSCD Director on Fiscal and Human Resources issues. The Office/Finance Manager serves as a liaison between the Department and TDCJ-CJAD Budget Specialist, Outside Auditors and all Vendors. The Office/Finance Manager develops key relationships with relevant County and State agencies and will assist the Director with successfully overseeing human resources and fiscal administrative functions for the Department.

Minimum Qualifications:

- A bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board *is preferred*; **or** a minimum of five (5) years experience in accounting, office management, auditing, human resources, insurance, benefits, or related field; **or** other satisfactory education and experience.
- Must possess a current and active Texas driver's license.
- Ability to demonstrate proficiency with Windows applications, such as Microsoft Office, Excel, Outlook, and Word.
- Ability to demonstrate proficiency in documenting, reading, understanding, and maintaining Department records.
- Ability to demonstrate proficiency in both verbal and written communication skills.
- Ability to demonstrate proficiency in organizational skills.
- Ability to complete assigned tasks and projects in a timely manner and to prioritize one's own work and that of others.
- Cannot currently be on community supervision, parole or serving a sentence for a criminal offense or have a disqualifying criminal history.

IDEAL EXPERIENCE, SKILLS, AND ABILITIES:

- Broad knowledge of the principles, practices, terminology, and techniques of human resources administration.
- Broad knowledge of federal, state, and local laws and protocols specific to human resources and employment.
- Broad knowledge of fundamental principles and practices of generally accepted accounting and auditing practices.
- Excellent interpersonal and coaching skills.
- Experience with handling high stress situations and argumentative individuals in an office setting.
- Experience with effectively and professionally communicating with officials and in public settings.
- Ability to communicate in Spanish is desirable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are intended as illustrations of the various type of work that may be performed and are not necessarily all-inclusive. The Office/Finance Manager shall:

- Conduct work and ensure compliance in accordance with Department Policy and Procedures.
- Work in unison with the CSCD Director and County Auditor's Office to address the needs of the CSCD.
- Reconcile monthly bank statements.
- Process accounts payable.
- Assist the Director with bi-annual Budget preparation and Budget adjustments.
- Assist administrative Staff with Daily operations.
- Collaborate with other professionals and agencies for employee benefits and claims.
- Prepare and maintain human resources correspondence, reports, and records.
- Travel within and outside the tri-county District to fulfill duties and responsibilities.
- Maintain a high level of professionalism.

Applicants should submit their resume by email to:

Jo Ann Fishbeck, Director
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Hempstead, TX 77445
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(979)826-8051