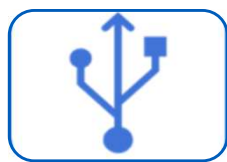


Are You Interested in Finance in a Public Health Agency?



The Texas Department of State Health Services (DSHS) is seeking early-career individuals interested in public health and government finance.



Technical Assistance



Audits and Quality Assurance



Data Interpretation



Problem Solving

How to Apply

The only way to apply for jobs with DSHS is to go through the Health and Human Services job portal: www.dshs.texas.gov/careers-dshs

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 · Grant Specialist · Systems Analyst · Compliance · Financial Monitoring ·

Narrow Your Search By Selecting an Agency

Dept of State Health Services

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 requirements for the job you are applying to. Sign and submit your application.

To view current job postings, visit: www.dshs.texas.gov/careers-dshs



TEXAS
Health and Human
Services

Texas Department of State
Health Services

dshs.texas.gov

Examples of Entry Level Jobs in Public Health Finance

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/III

- Maintain, post, and balance accounting and financial statements, records, documents, or reports.
- 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.

Interested in next steps? Consider having relevant academic, internship, or volunteer experience. Additional skills to have are data management, communication, and financial systems like CAPPs.



To view current job postings,
use the QR code provided or visit:
www.dshs.texas.gov/careers-dshs

