



Unemployment Insurance Tax Department Overview

The Unemployment Tax program collects wage information and unemployment taxes from employers subject to the Texas Unemployment Compensation Act. The taxes support the Unemployment Compensation Fund, a reserve from which unemployment benefits are paid to eligible claimants.

Employer-paid state unemployment taxes and reimbursements pay for state unemployment benefits. The U.S. Department of Labor allocates funds from the Federal Unemployment Tax (FUTA) to the states to pay for administrative and operational costs.

Job Postings

The [Texas Workforce Commission](#) posts jobs on [WorkInTexas.com](#). When searching the site, browse by State Agency/University and choose the Job Classification of Accounts Examiner or search under the State Agency category for the Texas Workforce Commission.

To apply for an available job, submit a completed State of Texas Application for Employment either online through your [WorkInTexas.com](#) account (preferred) or by creating and submitting an application by fax, by mail or in person at our office.

- Fax: 512-463-2832
- Mail to:
Texas Workforce Commission
Human Resources Management
101 E 15th St, Rm 230
Austin, TX 78778-0001
- In person during business hours:
Texas Workforce Commission
Human Resources Management
101 E 15th St, Rm 230
Austin, TX 78778-0001

For more information, visit:
twc.texas.gov/businesses/unemployment-tax-services



Texas Workforce Commission

Tax Department Accounts Examiner



[twc.texas.gov/businesses/
unemployment-tax-services](https://twc.texas.gov/businesses/unemployment-tax-services)



Accounts Examiner Overview

Accounts Examiners collect unemployment reports and taxes as well as enforce compliance with the Texas Unemployment Compensation Act (TUCA). They must interpret and apply tax knowledge to employers, employees, legislators, state and federal agencies.

Among other things, the job requires Accounts Examiners to gather information, prepare reports, review accounting records, communicate effectively, and organize a heavy workload.

Minimum Qualifications

Minimum qualifications for an Accounts Examiner I position is met by successful completion of 30 semester hours of accredited college work, which includes at least six hours of accounting, mathematics, business administration or related courses. One year of full-time experience in maintaining accounting records or performing auditing work may be substituted for the required education.

Benefits

The Accounts Examiner position with the [Texas Workforce Commission](#) may offer the following benefits:

- State-paid health insurance
- State-paid life insurance
- Retirement Plan
- Monthly annual and sick leave accruals
- An average of 13 paid holidays per fiscal year (September 1 through August 31)
- Participation in agency Employee Assistance Plan (EAP)
- Optional benefits (some may incur additional costs):
 - ◇ Dependent health insurance
 - ◇ TexaSaver 401(k) and 457 programs
 - ◇ TexFlex healthcare and dependent care reimbursement accounts
 - ◇ Dental insurance
 - ◇ Term life insurance
 - ◇ Short-term and long-term disability coverage



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities. Deaf or hearing-impaired individuals should dial 711 for Relay Texas.

Tax Offices

The Tax Department has 25 offices located across Texas:

- Abilene
- Amarillo
- Austin
- Beaumont
- Brownwood
- Bryan
- Corpus Christi
- El Paso
- Fort Worth
- Houston
- Laredo
- Longview
- Lubbock
- McAllen
- McKinney
- Pasadena
- San Angelo
- San Antonio
- Shenandoah
- Sulphur Springs
- Texarkana
- Tyler
- Waco
- Wichita Falls

