

Opening Date: October 18, 2016
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 17-07
Monthly Salary: \$4,302 - \$4,584
Group/Class: B22 / 1082
Travel %: 5%
Division/Department: Finance
Number of Positions: 1

JOB VACANCY NOTICE

Financial Analyst II

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B – Financial Management Technician, LS – Logistics Specialist, 020 – Finance and Supply (Warrant), 3404 – Financial Management Officer, 6F0X1 – Financial Management and Comptroller or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf.

Job Description Summary

Performs highly complex (senior-level) financial analysis and regulatory work. Work involves compiling, reviewing, analyzing, and evaluating complex financial data and preparing detailed reports. Duties require contact and coordination with intra- and interagency personnel, the general public, and TWDB Board members. This position reports to the Debt Portfolio Manager and works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Collects financial information from loan portfolio, cash and investment portfolio, and historical financial databases.
- Assimilates and manages financial database output and incorporates into cash flow modeling, capacity modeling, and long-term forecasting and projections.
- Assists in the development of bond transactions, including bond sizing, document review and coordination of governmental approvals.
- Assists in the preparation and review of presentations for rating agencies, investors, and state oversight agencies.
- Performs database research and data reconciliation.
- Assists in the processing of loan prepayments and analyzing related impacts on program cash flows and tax compliance.
- Prepares documentation and coordinates with municipal finance professionals to process redemptions of TWDB bonds.
- Prepares periodic financial reports for municipal bond rating agencies, and pursuant to Federal disclosure requirements and other on-going reporting requirements.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a Bachelor's degree with substantive coursework in finance, economics, business administration, or a related field.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number 17-07

- One year of experience in institutional investment research, financial analysis, statistical analysis or related experience.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Master's degree or MBA with a specialization in finance, public administration and/or public finance, computer science or math.
- Previous experience issuing and/or analyzing municipal bonds.
- Previous experience performing financial modeling or other specifically quantitative analysis .
- Previous experience reviewing, interpreting, or editing legal documents such as contracts and state statutes.
- Possess relevant professional certification(s) such as the CMA, CTP or progress towards the CFA, FRM or PRM.

Knowledge, Skills, and Abilities

- Knowledge of financial analyses and financial administration, and the fundamentals of bonds.
- Skills in using Microsoft Office programs such as Excel, Word and Access.
- Skills in oral, written, and public speaking communication.
- Skills in the use of internet, email, spreadsheet, database software, presentation and word processing software.
- Ability to interpret policies, procedures, and regulations.
- Ability to work efficiently in a dependable, organized and productive manner.
- Ability to plan and arrange workload to meet schedules and deadlines.
- Ability to work as a team member in a courteous and effective manner.
- Ability to organize, analyze, and consolidate and interpret data.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to train others.
- Ability to prepare concise and effective reports.
- Ability to work accurately with numerical detail.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.