

**Opening Date:** October 21, 2016  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 17-08  
**Monthly Salary:** \$3,521  
**Group/Class:** B19  
**Travel %:** 0%  
**Division/Department:** Financial Compliance  
**Number of Positions:** 2

## JOB VACANCY NOTICE

### Financial Examiner 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](http://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 36A- Financial Manager, LS- Logistics Specialist, SK- Storekeeper 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf) .

#### **Job Description Summary**

Performs journey-level financial examination, analysis and compliance monitoring work. Conducts financial and compliance reviews of local entities for which the Texas Water Development Board (TWDB) serves as lender or grantor. Provides financial monitoring support and assistance to agency program and contract managers and senior staff. Reports to the Chief Financial Officer and Debt and Portfolio Management (DPM) Manager through the Team Lead for Financial Compliance while working under moderate supervision, with limited latitude for the use of initiative and independent judgment.

#### **Essential Job Functions**

- Conducts financial reviews of entities that have received financial awards from TWDB.
- Prepares Single Audit Award Letters
- Monitors the use of loan proceeds and prepares final accountings of loan proceeds to ensure loan and grant proceeds were used for authorized purposes.
- Conducts reviews of municipalities who received loans from the TWDB to ensure compliance with loan covenants.
- Examines borrowers' records and affiliated business transactions, verify assets and liabilities, document and analyze financial trends, and to determine borrowers' financial condition.
- Reviews borrowers' ordinances, private placement memorandums, and financial documentation to determine compliance with TWDB requirements.
- Prepares and updates reports produced by TxWISE.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, economics, insurance, or a related field.
- Three to five years of experience in financial examinations, external or internal auditing.
- Relevant education and experience can be substituted on a year-for-year basis.

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](http://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.*

**Preferred Qualifications**

- Masters of Business Administration or other graduate degree with a specialization in accounting, finance, public administration, public finance, computer science and/or math.
- Professional certification(s): CPA, CMA, CIA, or other relevant certification(s).

**Knowledge, Skills, and Abilities**

- Knowledge of financial analyses and examination procedures for regulated entities.
- Knowledge of financial and industry terminology and practices.
- Knowledge of statistical analysis.
- Knowledge of principles and processes for providing customer and personal services.
- Skills in using Microsoft Office program such as Word, Excel, Access, and Internet Explorer.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in communicating effectively in writing as appropriate for the needs of the audience.
- Skills in managing one's own time and the time of others.
- Skills in the use of standard office equipment and software.
- Ability to assign and/or supervise the work of others.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- 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.
- Ability to administer financial processes and systems.
- Ability to perform and interpret numerical analyses.
- Ability to analyze, evaluate, and summarize financial and management records accurately.
- Ability to prepare reports and correspondence regarding findings.
- Ability to understand information and ideas presented in oral and written communications.

**Remarks**

- Copy of required academic transcripts and/or licensures 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.