Opening Date: June 11, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-54
Monthly Salary: $4,023.00 - $4,400.00*
Group/Class: B21/1157
Travel %: 5%
Division/Department: Finance/Budget
Number of Positions: 1
**Salary commensurate with experience and qualifications.*

JOB VACANCY NOTICE
Budget Officer
(Budget Analyst III)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: http://www.twdb.texas.gov/jobs/benefits.asp

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 3451 Financial Management Resource Analyst, 020 Finance and Supply (Warrant), 36B Financial Management Technician 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/MilitaryCrossm walk/MOSC_AccountingAuditingandFinance.pdf.

Job Description Summary

Performs highly complex (senior-level) budget preparation and analysis work. Work involves preparing and maintaining the annual operating budget, analyzing and reviewing budget requests, and preparing the biennial legislative appropriation request. May train others. Works under limited supervision, with considerable latitude for the use of independent judgment. Reports to the Director of the Budget Division.

Essential Job Functions

- Performs analysis and examines trends of budget usage at the program/department level.
- Prepares department-level budgetary and management reports and the preparation of financial statements and reports.
- Reviews financial and operating budget reports for accuracy and identifies areas for more appropriate use of funds.
- Provides technical assistance to staff related to budget and financial matters.
- Maintains listing of budgeted positions for each department and performs monthly salary expenditure analysis.
- Assists in the preparation of major portions of the biennial legislative appropriation requests and operating budgets.
- Assists in developing instructions on budget and funding policies, procedures, and methods.
- Maintains confidential and sensitive information.

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.

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. Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

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.

Texas Water Development Board

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- May train others.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Accounting, Finance, Business, Public Administration, or related fields.
- Five years of experience in financial management, bookkeeping or budget preparation and analysis.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Previous experience with MS Excel software including pivot tables, macros, and complex functions.
- Previous experience with MS Access software.
- Previous experience with leading team projects.
- Previous experience with Automated Budget Evaluation System of Texas (ABEST).
- Experience with state and federal laws.
- Experience in budget preparation and maintenance, financial analysis, review of expenditures, federal funds, and financial reporting.
- Experience in USAS, USPS and MIP/other automated accounting systems.
- Experience performing routine and non-routine work assignments accurately and on-time with little or no supervision.
- Experience in working and cooperating with others in a team environment.
- Experience in development and preparation of Legislative Appropriation Requests and Operating Budget submitted to oversight agencies.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Budget Division; and of the principles and practices of public administration.
- Knowledge of Uniform Statewide Payroll/Personnel System (USPS), the Automated Budget and Evaluation System of Texas (ABEST), the Uniform Statewide Accounting System (USAS), and accounting systems.
- Knowledge of State of Texas budget reporting requirements, preparing budget requests and accounting principles and practices.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in identifying errors while taking and/or recommending appropriate corrective actions for resolution.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.

- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to prepare a Legislative Appropriations Request and Operating Budget.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- 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 and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to analyze, consolidate and interpret data in a complex funding structure.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work accurately with numerical details in a high-volume setting.
- Ability to train others.

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.