Opening Date: October 8, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-04
Monthly Salary: $3,520.34 -$4,095.00*
Group/Class: B19/1102
Travel %: 20%
Division/Department: Finance/Finance Compliance
Number of Positions: 1
*Salary commensurate with experience & qualifications

JOB VACANCY NOTICE
Financial Examiner II

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 36A – Financial Manager, FIN10 – Finance, 8844 – Financial Management Specialist, 65FX – Financial Management 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 routine (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. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Financial Compliance Director of the Financial Compliance Division.

Essential Job Functions

- Conducts independent financial examinations.
- Conducts financial reviews of entities that have received financial awards from TWDB.
- Conducts financial compliance and stability reviews of municipalities for which the TWDB serves as bondholder identifying material noncompliance and/or default risk.
- Assesses findings of noncompliance and default risk, and develops and implements corrective action plans and strategies for remedial intervention and surveillance
- 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, verifies assets and liabilities, documents and analyzes financial trends to determine borrowers' financial condition.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, 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.

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.

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).

- Reviews borrowers' ordinances, private placement memorandums, and financial documentation to determine compliance with TWDB requirements.
- Prepares and updates reports produced by TxWISE.
- Responsible for timely and accurate data entry associated with all assigned work.
- Maintains confidential and sensitive information.
- 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.
- 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 related field.
- Three years of experience in financial examinations, external or internal auditing.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree or MBA from an accredited college or university with a specialization in Accounting, Finance, Public Administration, Public Finance, Computer Science and/or Math.
- Professional certification(s): Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Audit (CIA), Certified Treasury Professional (CTP) or other relevant certification(s).

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Financial Compliance Division; and of the principles and practices of public administration.
- Knowledge of terminology and standards applicable to governmental finance, accounting and auditing.
- Knowledge of Texas municipal bond issuance processes.
- Knowledge of auditing and accounting standards and techniques.
- Knowledge of financial and industry terminology and practices.
- Knowledge of statistical analysis.
- Knowledge of both Statutory Accounting Principles (SAP) and Generally Accepted Accounting Principles (GAAP).
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of corporate structures, business operating procedures, management control, and internal reporting techniques.
- 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 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.
- 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 perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.

- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- 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 20% 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 train others.
- Ability to prepare concise reports and correspondence.
- Ability to apply relevant rules, regulations, and statutes.
- Ability to understand financial processes and systems.
- Ability to perform and interpret numerical analyses.
- Ability to analyze, evaluate, and summarize financial and management records accurately.
- Ability to understand information and ideas presented in oral and written communications.

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.