

Opening Date: July 14, 2021
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-68
Monthly Salary: \$3,081.34 - \$4,750.00*
Group/Class: B17/1016; B19/1018
Travel %: 0%
Division/Department: FIN/Accounting/ Payroll, Accounts Payable, Travel & Revenue/P,AP
Number of Positions: 1
*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Loan Closer (Accountant III-IV)

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 a MOS or additional duties that fall in the fields of 36A - Financial Manager, 420 - Storekeeper, 345 - Financial Management Resource Analyst 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 moderately complex to complex (journey-level) accounting work. Serves as a loan closing accountant, and responsible for reviewing Municipal Bond Closing Memos, Repayment Schedules, and Private Placement Memorandums. Coordinates with staff, financial advisors, bond counsel and borrowers on municipal bond closings. Uploads closings on the Source Portal at the Depository Trust Company. Reviews contracts and loan forgiveness documents. Ensures compliance with requirements. Uploads loan information into multiple agency financial systems. Reconciles various reports and accounts. Assists in other areas of the General Accounting team as needed. Coordinates with contacts outside of the team and agency to ensure that loan closings are processed timely and accurately. May train others. Works under general supervision, with limited to moderate latitude for the use of initiative and independent judgment. Reports to the Manager of Payroll, Accounts Payable, Travel & Revenue Department.

Essential Job Functions

- Manages and executes the Board's loan closing functions and processes, including the disbursement of grant and loan payments.
- Uploads TWDB closings on Source Portal at Depository Trust Company.
- Coordinates with Debt Portfolio Management Investment analyst, to acquire the cash availability and source of funds for processing loan closing transactions.
- Reviews private placement memorandums, other documents, and debt service schedules from financial advisors and bond counsel for TWDB's loan portfolio.
- Reviews and uploads principal and interest amortization schedules for loans in the TWDB Financial System (TxWise) ensuring they balance to debt service schedules provided by borrower's financial advisors.

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.

HR-002 (Non-Supervisory)
Revised 06/26/2020



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).

Job Vacancy Notice (cont.)

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- Reviews contracts and loan forgiveness documents for correctness and compliance.
- Coordinates closing date and loan payment requirements with borrower's paying agent, bond counsel, and Depository Trust Company closing department.
- Assists the TxWise Business team, as needed, in research and resolution with data integrity issues identified for both debt and loan schedules.
- Participates in independent job-related research and demonstrates initiative when seeking solutions to issues.
- Reconciles various reports, funds and loans schedules.
- Assists with the preparation of monthly and quarterly financial information.
- Assists in other areas of the General Accounting team as needed.
- Records accounting entries in USAS, MIP, TxWise, and Trust.
- Coordinates coverage of functions related to individual job responsibilities prior to requesting time off.
- Participates in independent job-related research and demonstrates initiative when seeking solutions to issues.
- 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 Accounting, Finance, or related fields.
- Five years of experience in accounting, bond administration and/or financial operations.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- More than five years of experience in accounting, bond administration and/or financial operations.
- Previous State of Texas government accounting experience.
- Previous experience in working with registering bonds with DTCC on UW Source.
- Previous experience with reviewing financial related contracts.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Accounting Department; and of the principles and practices of public administration.
- Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Board requirements.
- Knowledge of accounting software such as Micro Information Products (MIP) and USAS.
- Knowledge of bond/loan closings, trust portal, and the loan amortization process.
- 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.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to analyze financial data and interpret and apply accounting theory to difficult or complex transactions.
- Ability to prepare and enter journals into internal and external accounting systems.
- Ability to work accurately and independent with numerical details in a high-volume setting.
- Ability to work as a team member in a courteous, productive and effective manner.
- Ability to work efficiently and independently in a dependable, organized and productive manner in order to arrange workload plan to meet schedules and deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.

Job Vacancy Notice (cont.)

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- 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 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.

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.