

Opening Date: September 1, 2021
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-75
Monthly Salary: \$3,763.17 - \$5,000*
Group/Class: B20/1921
Travel %: 15%
Division/Department: WSC/FS&CA/Grant Coordination
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Flood Grant

Financial Analyst (Grant Specialist 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 are highly encouraged to apply. This position does not have military equivalent occupational specialty codes.

Job Description Summary

Performs highly complex (senior-level) financial and performance monitoring controls of state and federal grant programs. Work involves grant management, financial, and administrative responsibilities. This includes reviewing, evaluating, and reconciling recipient's advances and reimbursement of grant funds to ensure compliance with state and federal grant programs. This also includes data management of federal and state administration systems, maintenance of files, routing, and approvals, tracking and reporting on grant finances and performance, and assisting in the monitoring of existing grant agreements. Assists in preparation and review of grant and contract closeout documentation. Coordinates and assists in development of a standardized submission process for payment requests, quarterly reporting, and closeout of grants, including the development of work process documentation and training materials for both internal and external customers. Prepares finance and performance reports to assist in the administration of the grant programs. Performs general accounting work in recording, auditing, reconciling, adjusting, and balancing financial records, documents, and reports. Develops and maintains information required in performing state and federal grant programs' administrative responsibilities; and assists in the coordination between FEMA, TWDB, other state agencies, and Texas communities for flood mitigation activities. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Grant Coordination Department within the Flood Science and Community Assistance Division in the Water Science and Conservation Office.

Essential Job Functions

- Assists in the administration of FEMA's Flood Mitigation Assistance (FMA) grant program and state flood grant programs.
- Monitors grant contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of federal grant agreements, state grants, and policy.
- Coordinates, prepares, and submits quarterly reports to FEMA.

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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- Assists in conducting site visits, inspections, and monitoring reviews to ensure compliance with state and federal regulations.
- Coordinates and assists in preparing and ensuring all grant agreement closeout documentation are submitted to FEMA as required.
- Assists with grant-related meetings such as kick-off meetings, post-award conferences, team briefings, and evaluation scorings.
- Maintains strong partnership with FEMA to aid in the execution of, and submittal of, grant requirements.
- Performs analysis and reconciliation for a variety of reimbursement costs related to financial compliance.
- Assists in reviewing, evaluating, and preparing requests for funds. Monitors and reports summations of grant reimbursements and advances. Assists in the preparation of grant budget briefs to provide management with expenditure data, trends, and recommendations.
- Maintains reimbursement and advance balances and provides management current information on the status of the various disaster payments.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hardcopy versions) are appropriately maintained and disposed of timely 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 course work in water resources, natural/physical/environmental science, geography, planning, accounting, finance, or a related field.
- Three years of professional experience in grant management, floodplain management, flood mitigation, project management, flood planning, environmental science, accounting, or financial operation.
- Relevant experience can be substituted for college or university education on year-for-year basis.

Preferred Qualifications

- Experience in administering or implementing state or federal flood mitigation grant programs.
- Familiarity with government accounting standards, especially as they relate to grant programs.
- Certified as a Certified Floodplain Manager (CFM).
- Certified as a Certified Texas Contract Manager (CTCM).
- Obtained a Grants Management Certificate.
- Experience interacting with elected and governmental officials and stakeholders.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to flood mitigation grants and/or contract administration, of business administration principle and practices, and of research and budgeting processes.
- Knowledge of FEMA Hazard Mitigation Assistance programs.
- Knowledge of FEMA National Flood Insurance Program and Floodplain Management regulations.
- Knowledge of state and federal contract and grant management guidelines and procedures, including Title 2 Code of Federal Regulations Part 200, Title 44 Code of Federal Regulations and Title 31 Texas Administrative Code Section 355.
- Knowledge of local, state, and federal laws and regulations relevant to accounting; and of the principles and practices of public administration.

Job Vacancy Notice (cont.)

Posting number 21-75

- Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Board requirements.
- Ability to learn and effectively apply working knowledge of government organizations, operations, and flood mitigation funding programs at the federal, state, and local levels.
- Must demonstrate an ability to exercise poise, tact, diplomacy, and an ability to establish and maintain positive, working/professional relationships with internal and external customers.
- Working knowledge of, or the ability to rapidly assimilate information related to state and federal regulations, legislation, guidelines, policies, procedures, grant eligibility, and reporting requirements.
- Skill in grant preparation, development, evaluation, and monitoring; in reporting writing; in budget development and monitoring; and in the use of federal grant administration programs.
- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate financial data for reasonableness, necessity, and conformity with grant requirements; to communicate effectively; and may supervise the work of others.
- Knowledge of the principles and practices of grant administration including project management and contract administration.
- 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 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 15% 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.

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.