JOB VACANCY NOTICE

Financial Systems Business Analyst

(IT Business Analyst 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

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer 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 25B Information Technology Specialist, CYB10 Cyber, 182X RL - Special Duty Officer – Information Professional Officer 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
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_INFORMATIONTECHNOLOGY.pdf.

Job Description Summary
Performs complex (journey-level) financial analysis work. Work involves developing design documents, policies and procedures for financial processes relying on the Centralized Accounting/Payroll & Personnel System (CAPPS), TxWISE enterprise loan and debt system, and other financial/procurement systems. Provide help support functions to business and end-users of the financial systems. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Chief Financial Officer of the Finance Office.

Essential Job Functions
- Evaluates and documents financial processes administered through CAPPS, TxWISE or other financial system.
- Processes may include but are not limited to procurements, receiving, payables, general ledger, budget, loans, debt, obligations, federal awards, site-visits, accounts receivable, etc.
- Leads team to evaluate and assess the effectiveness of current processes.
- Identifies process gaps or other inconsistencies.
- Determines business needs to resolve process gaps or other inconsistencies.
- Evaluates integrity of data and develops plans to resolve data integrity issues.
- Serves as the CAPPS Finance level-one support for troubleshooting and coordinating functional issues between the Comptroller’s Office and TWDB staff.

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.

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).

HR-002 (Non-Supervisory)
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• May represent Finance Office on financial system business teams, including the Comptroller’s Office CAPPS user group meetings.
• May develop business queries and reports utilizing financial system report writing tools.
• Develops written training material.
• Conducts annual financial and procurement systems training sessions.
• Coordinates testing, validating, updating, and enhancing of financial systems during year-end rollover processes or system enhancement upgrades.
• Maintains system profiles, edit rules and security access.
• 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.
• Three years of experience in a professional environment.
• One to two years of business analyst experience.
• Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications
• Graduation from an accredited four-year college or university with major coursework in Accounting, Finance, or related field.
• Experience in accounting, financial operations, contract management, or project management.
• Previous State of Texas government accounting experience.
• Previous experience, knowledge and understanding of USAS and CAPPS.
• Previous experience in working with the issuance or purchase of debt.

Knowledge, Skills, and Abilities (KSAs)
• Knowledge of local, state, and federal laws and regulations relevant to loan and debt accounting; 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 Abila MIP Accounting or USAS.
• Knowledge of CAPPS Financial System.
• 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.
• Skills in writing reports using SAP Business Objects, Power BI, or other similar tools.
• 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 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 eight hours, including early mornings, nights, and weekends.
• Ability to train others.
• Ability to analyze financial data and interpret and apply accounting theory to difficult or complex transactions.
• Ability to work efficiently and independently in a dependable, organized, and productive manner, to plan workload, and meet schedules or deadlines.
• Ability to maintain progress with difficult assignments and meet deadlines.

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.