



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 21-16</b>		
<b>Business Title: Lead Budget Analyst</b>	<b>State Classification: Budget Analyst II-IV</b>	
<b>Salary Group: B21</b>	<b>Salary: \$4,583 - \$5,667 (Month) \$55,000 - \$68,000 (Year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: November 13, 2020</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Financial Services</b>		<b>Program: Budget and Finance</b>

**Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

### **JOB SUMMARY:**

Performs moderately to highly complex budget preparation and analysis work. Work involves coordinating budgetary activities, providing technical assistance in the preparation and maintenance of budgets; monitoring financial performance of programs to identify trends that impact revenues and expenditures. Coordinates with the budget team and division management on budget procedures, and annual, monthly, and ad hoc reports. Compiles and analyzes financial data for agency programs and prepares budget documents in accordance with agency and state rules and regulations. Prepares forecasts and expenditure reports to correlate with appropriations and approved projects. Disseminates pertinent information to appropriate agency staff; meets with appropriate staff to provide guidance and assistance.

Works under the Budget Director, with limited supervision and considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Collects, analyzes, and reports data that supports alternative solutions to budget and management problems.
- Implements budgeting procedures, preparation, and reporting.
- Assists in the development of activity-based schedules that ensure timely financial reporting.
- Collaborates effectively with programs to achieve program objectives and goals in consideration of agency fiscal impact.
- Examines operating budgets to determine whether funds have been appropriately allocated and encumbered.
- Reviews financial and operating budget reports for accuracy and compliance.
- Studies and develops budget formulas for making appropriation requests.
- Advises staff on where action may be required to stay within budget
- Develops and maintains trend data for projecting financial performance against budget.
- Assists with the preparation of fiscal notes and analysis of legislation.
- Supports the development, evaluation, and reporting of performance and workload measures in agency programs.
- Assists with the preparation of Legislative Appropriation Request, Base Reconciliation, Operating Budget, internal operating budget and other required agency reports.



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- Prepares and maintains agency published reports.
- Trains, mentors, and supports others.
- May analyze and prepare rate and cost allocations.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field.
- Experience may be substituted for education on a year for year basis.
- Three (3) years' experience in auditing, accounting, finance, budget preparation and analysis, or related work.

### **Preferred Experience:**

- Experience with the Uniform Statewide Accounting System (USAS) and/or Automated Budget and Evaluation System of Texas (ABEST).
- Experience preparing Operating Budgets, Legislative Appropriation Requests, Performance Measure Report, Staffing Reports, and ABEST/USAS Reconciliation.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of accounting, budgetary, and management principles, practices, and procedures.
- Knowledge of automated accounting, budget, and forecasting programs.
- Knowledge of performance measurement and reporting.
- Skill in forecasting methodologies and statistical analysis.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Intermediate to advanced skill in identifying and developing budgetary reports, schedules and presentations.
- Intermediate to advanced skills in database applications such as Excel and Access.
- Intermediate to advanced skills in analyzing operational problems affecting finances and developing and presenting solutions.
- Ability to interpret rules, regulations, policies, and procedures.
- Ability to analyze fiscal management information and determine appropriate use of funds.
- Ability to maintain effective internal and external working relationships.
- Ability to communicate effectively, both orally and in writing, with tact and diplomacy.
- Ability to pay close attention to detail, ensuring accuracy in work while meeting deadlines.
- Ability to work in a team environment.
- Ability to train and mentor teammates and program staff.

### **Registration, Certification or Licensure:**

- Valid State of Texas Class "C" driver's license.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

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Office 512-463-3433



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This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, 70C Health Services Comptroller or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**Incomplete applications will not be considered.**

### **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:** 14257102

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