

Texas Historical Commission

Job Vacancy Notice

Position Title:	Budget Analyst
Classification Title:	Budget Analyst IV
Job Posting Number:	20-3
Salary:	\$4,598.67 – \$6,065.75 monthly
FLSA:	Exempt
Salary Group/Class #:	B23/1158
Opening Date:	09/11/2019
Closing Date:	Until Filled
Hours/Week:	40
Duration:	Regular, Full-time
Work Location Address:	1700 North Congress, Austin, Texas (Stephen F. Austin Building)

JOB OBJECTIVE: Monitor and analyze the budget, state and federal grants/contracts, expenditures and revenues of the Texas Historical Commission (THC). Prepare budgets and reports to contribute to the accurate and appropriate development and oversight of the agency's overall budget, grants/contracts, revenues and expenditures functions. Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Prepare and maintain internal operating budgets for assigned THC divisions in the Centralized Accounting and Payroll/Personnel System (CAPPS).
2. Reconcile USAS budgets with CAPPS.
3. Monitor and analyze budgets, expenditures and encumbrances in order to identify problems.
4. Prepare budget amendments as necessary and advise program staff, division management and upper management on the status of agency budgets.
5. Prepare monthly budget reports, financial statement reports for assigned THC divisions; answer questions pertaining to the reports and investigate discrepancies and initiate re-coding of vouchers for general accounting as necessary.
6. Advise and assist managers on how to utilize funds and reach program objectives.
7. Work with finance and other areas of the agency to ensure accuracy of expenditures, revenue data and reporting documentation.
8. Monitor and analyze the performance measures. Prepare quarterly and annual reports on these measures.
9. Prepare fiscal information on proposed projects, procurements and legislation, as it relates to the state and THC.
10. Monitor and report on hearings of legislative committees, such as the House Appropriations and Senate Finance Committees, during both regular and special sessions for actions that have or potentially have an impact on THC operations; assist in preparing the Strategic Plan; assist in preparing Legislative Appropriations Requests for upcoming biennia and entering reports on the Automated Budget and Evaluation System of Texas (ABEST).
11. Conduct training for office managers, division directors and executive staff on CAPPS budget processes and procedures.
12. Assist with the agency's full-time equivalent state employee quarterly report.
13. Assist in developing and maintaining budget policies, procedures and automated processes.
14. Assist with reconciliation of expenditure and Method of Finance data in ABEST to the Uniform Statewide Accounting System (USAS) and CAPPS.
15. Assist with CAPPS Helpdesk functions.
16. Assist with coding and validating information on agency's purchase vouchers from a budget standpoint.
17. Plan, develop, review, revise and implement Staff Services Division policies and procedures.

18. Develop solutions to problems with procedures and/or applications of policy and communicate this with management, as appropriate.
19. Participate in Staff Services Division planning and policy-making.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

22. Assist with general office duties, such as answering telephone calls, making photocopies and binding reports.
23. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or closely related field;
- Minimum three years' work experience in complex budget preparation and analyses and/or accounting;
- Experience presenting budget information and instructions to staff at all levels in small and large group settings;
 - Advanced Microsoft Excel skills, including use of formulas and pivot tables;
- Valid Texas driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Experience using ABEST, USAS and CAPPs;
- Work experience developing program and/or agency-wide operating budgets, grants preparation and analysis procedures for a government agency; or
- Experience in budget and/or accounting in a Texas state agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws and regulations relating to financial compliance and accounting theory (Generally Accepted Accounting Principles);
- Knowledge of the Texas state legislative process, in regard to accounting/budgeting;
- Effective verbal and written communication, human relations and organizational skills;
- Advanced Microsoft Excel skills, including use of formulas and pivot tables;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Effective critical thinking skills;
- Ability to learn new accounting and ancillary systems quickly;
- Ability to analyze internal client needs and leverage accounting systems effectively to meet those needs;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in logical manner and to assess validity;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to establish goals and objectives and to devise solutions to problems;
- Ability to organize information and provide clear audit trails for documentation;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**