

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Chief Financial Officer/Director of Staff Services  
**Classification Title:** Director II  
**Job Posting Number:** 21-19  
**Salary:** \$6,767.66 - \$9,166.67/Monthly  
**Salary Group/Class#:** B27/1621  
**FLSA:** Exempt  
**Opening Date:** 12/17/2020  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40 hours  
**Work Location Address:** Stephen F. Austin Building, 1700 North Congress, Austin, TX 78701

**JOB OBJECTIVE:** Under the direction of the Deputy Executive Director of Administration, provides vision, leadership and strategic direction for the Commission's financial functions. Perform highly advanced (senior-level) managerial work overseeing the daily operations and activities of the Commission's financials reports, general ledger, payroll, budget, revenue, purchasing, contracting, property management and fleet management operations. Work requires extensive contact with high-level executives and government officials. Work involves establishing the strategic plan, goals and objectives; budget instructions, analyzing and reviewing budget requests; supporting and preparing the development of legislative appropriation requests and the Legislative Budget Board (LBB) operating budget, as well as compiling on-going and ad hoc budget analyses and reports. Monitor and manage agency's revenue, expenditures, and cash flow. Supervise the preparation of the monthly reconciliations between the agency's general ledger and the Uniform Statewide Accounting System (USAS) and the Centralized Accounting Payroll and Personnel System (CAPPS); ensure the timely compilation of monthly, quarterly, and annual financial reports and briefings. Prepare fiscal estimates for proposed rules and legislative bills as directed. Manage financial and administrative duties related to multiple federal and state grant awards. Supervise and manage the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Advise and recommend appropriate action on fiscal matters, institute control for sound fiscal management of state and federal funds to implement and maintain Commission Program goal and objectives.
2. Oversee accounting, budgeting, financial reporting, appropriations control, purchasing, grant reporting, contracting, property management and fleet management operations.
3. Oversee the establishment of goals and objectives; develops schedules, priorities and standards for achievement of goals; and direct evaluation activities.
4. As directed, make presentations before the Texas Legislature or the Commission on budget and other financial matters.
5. Develop long-range fiscal policies and develop/monitor agency project budgets.
6. Ensure the protection and custody of funds and related financial documentation.
7. Formulate and implement policy/procedures for Commission budget and financial activities to ensure compliance with state, federal laws and regulations concerning fiscal management of government funds and resources.
8. Oversee activities to receive, disburse, deposit and account for Commission funds.
9. Oversee formulation, presentation and monitoring of the Commission's operating budget.
10. Oversee preparation of financial summaries and forecasts reflecting income and expenditures.
11. Represent the Commission at national, state, and local levels concerning budget and financial activities.
12. Review proposed legislation and oversee implementation of legislation affecting budget and financial activities.

13. Ensure timely and accurate transaction processing, reporting, and the use of funds.
14. Assist in legislative analysis and the preparation of Fiscal Notes.
15. Adhere to established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

17. Perform other duties as assigned.

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

- Bachelor's degree in Finance, Accounting, Business Management or related field;
- Minimum five years of work experience in fiscal management practices and procedures in budget and accounting operations;
- Experience in managing budgets at the department or agency level;
- Demonstrated experience in the preparation and review of financial reports;
- Experience serving in a supervisory or managerial capacity;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Master's degree in Finance, Accounting, Business Management or closely related field;
- Certified Public Accountant or Certified Governmental Financial Manager;
- Experience with the Uniform Statewide Accounting System (USAS) and/or CAPPs Financials;
- Five years' experience supervising a departmental budget for a state agency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of finance administration, budget, accounting and state and federal laws pertaining to public funds and governmental finance;
- Knowledge of Texas State government and the legislative process;
- Knowledge of the municipal bond market, and the issuance of bonds;
- Knowledge of and experience with financial systems, word processing and spreadsheet software;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in establishing plans and setting objectives and goals;
- Skill in identifying and analyzing resources needed and actions to be taken to ensure division needs are met;
- Skill in prioritizing, identifying, and communication project resources and updates needed to complete multiple projects concurrently within schedule deadlines;
- 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;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to condense and present complex accounting and financial information to lay personnel in meaningful reports and presentations;
- 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 anticipate needs and risks;
- 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:** Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. 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. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work in Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work in Texas profile 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 be accepted and can be emailed to the Director of Human Resources at: [Jada.Louhela@thc.texas.gov](mailto:Jada.Louhela@thc.texas.gov).

The Texas Historical Commission is an equal opportunity employer and does not discriminate based on 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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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**