

# Texas Historical Commission

## Job Vacancy Notice

**Position Title:** CAPPS Financial Analyst  
**Classification Title:** Financial Analyst III  
**Job Posting Number:** 22-54  
**Salary:** \$5,200.00-\$7,500.00/Monthly  
**FLSA:** Exempt  
**Salary Group/Class #:** B24/1084  
**Opening Date:** 5/13/2022  
**Closing Date:** Until Filled  
**Hours/Week:** 40  
**Duration:** Regular, Full-time  
**Work Location Address:** 1700 North Congress, Austin, Texas 78701

**JOB OBJECTIVE:** Perform advanced accounting, technical support, and budgeting work in support of the Texas Historical Commission (THC) Staff Services and Human Resource Divisions. Work involves monitoring, maintaining and/or overseeing accounting systems, procedures, and controls. preparing and/or overseeing the preparation of financial analysis and reports. Assists in preparing and monitoring of agency budgets. This position will support the THC Centralized Accounting and Payroll/Personnel System (CAPPS) and provide on-going internal agency user support. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Perform complex systems and business analysis work in support of the Texas Historical Commission (THC) Accounting, Procurement, and Human Resources system.
2. Monitor financial systems to ensure the efficient recording of financial transactions including daily interface activities between the Centralized Accounting and Payroll/Personnel System (CAPPS) modules to the Uniform Statewide Accounting System (USAS).
3. Prepare and perform monthly reconciliations between various CAPPS modules such as Accounts Payable, Journal Ledger, Budget Ledger, and Asset Management.
4. Review, prepare and analyze monthly reconciliations between CAPPS and USAS including the HX and IN CAPPS reconciliations to ensure appropriate liquidation entries are created after data from HX file and IN records are matched.
5. Serve as the level one support for troubleshooting and coordinating issues between CPA and THC technology staff. Escalate level 2 CAPPS issues to the CPA support desk.
6. Assist with development and maintenance of CAPPS reporting functions.
7. Evaluate business needs, analyze processes, and create business cases for changes and process improvements.
8. Maintain overall quality control of data in CAPPS and ensure the integrity of systems processing and accounting files.
9. Perform and/or assist with user acceptance testing of system enhancements and upgrades.
10. Assist in development and delivery of training materials, job aids or courses.
11. Create and develop CAPPS ad hoc queries and reports using Business Objects.
12. Gather and organize statistical data from various internal and external sources; communicate intelligence on the data collected using policy analysis, statistical analysis, and financial analysis; inform management of findings and explain operational impacts.
13. Oversee the development and evaluation of performance and workload measures.
14. May assist Budget Analyst in monitoring business reports, expenditure trends, and may make recommendations in compliance with procedures, statutes, and regulations.

15. May assist Budget Analyst in the coordination and preparation of budget and management reports to provide management with expenditure data, trends, and recommendations.
16. Analyzing financial data analysis.
17. Maintain and update CAPPs training manual.
18. Attend and participate in CAPPs user group and governance meetings and report updates and changes to staff.
19. Perform CAPPs training for agency staff.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

22. 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 (two years of relevant work experience related to the essential duties may substitute for one year of college).
- Minimum two years' work experience providing support for PeopleSoft Financial modules;
- Experience with PeopleSoft security setup;
- Experience with query design and analysis;
- Experience working with Texas state government processes, policies, and procedures;
- 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 Accounting, Business, Public Administration, Computer Science, Computer Information Systems, Management Information Systems, or closely related field.
- Experience working with the State of Texas Uniform Statewide Accounting System (USAS);
- Experience working with State of Texas Centralized Accounting and Payroll/Personnel System (CAPPs);
- Experience with Tableau Software.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Accounting, Budgeting, and Procurement processes and procedures;
- Effective verbal and written communication, human relations, and organizational skills;
- Skill in identifying and analyzing resources needed and actions to be taken to ensure division needs are met;
- Skill in prioritizing, identifying, and communicating 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 accurately and efficiently work with large data sets;
- Ability to identify and implement process improvement and automation opportunities;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- 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:** 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 50 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. 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 [CAPPS website](#). 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:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.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**