

Texas Historical Commission

Job Vacancy Notice

Position Title:	CAPPS Financial Analyst
Classification Title:	Financial Analyst III
Job Posting Number:	24-33
Salary:	\$6,800.00-\$7,500.00/Month
FLSA:	Exempt
Salary Group/Class #:	B24/1084
Opening Date:	11/17/2023
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 and budgeting work supporting the Texas Historical Commission (THC) Accounting and Finance department. Work involves preparing and overseeing the preparation of financial analysis and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; and preparing and overseeing the preparation of agency budgets. Serve as the subject matter expert on the THC Centralized Accounting and Payroll/Personnel System (CAPPS) system. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Perform complex systems, business, and budget analysis work supporting the THC Accounting and Finance system.
2. Prepare and finalize financial reports and make recommendations based on financial analysis.
3. Serve as the agency technical assistance lead for THC staff needing CAPPS assistance.
4. Provide daily budget support in monitoring, managing, and approving requisitions in a timely manner.
5. Assist with the development and maintenance of assigned internal operating budgets.
6. Act as the Security Coordinator for the agency. Serve as the level one support for troubleshooting and coordinating issues between CAP and THC technology staff.
7. Analyze user requirements, procedures, and problems to automate or improve existing systems and help identify potential project risks and limitations.
8. Create and deliver agency CAPPS training for THC staff.
9. Serve as a liaison with the Texas Comptroller of Public Accounts, CAPPS account support desk, including escalating level 1 and 2 CAPPS issues and resolving issues.
10. Work with Human Resources to manage CAPPS user profiles and security management, including onboarding and offboarding staff.
11. Evaluate business needs, analyze processes, and create business cases for changes and process improvements.
12. Assist in developing and modifying CAPPS functions and reports, including creating ad hoc reports.
13. May assist with developing and implementing the THC Auxiliary Enterprise Operations based on Texas Government Code Subchapter C, Private Auxiliary Enterprise Providing Services to State Agencies or Institutions of Higher Education, 2252.061.
14. May assist with establishing and implementing the Historic Sites, Point of Sale system, and e-commerce efforts.
15. May work with internal auditors to improve the Historic Sites retail operations financial procedures.
16. Adhere to an established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. 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).
- Experience with the Peoplesoft CAPPs Financial and Purchasing (fluid eProcurement) modules;
- 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 a closely related field;
- Experience working with any of the following: USAS and/or USPS; and/or
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting 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 scheduled 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 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 promptly;
- 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 30 pounds. Must be able to 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. **Telework policy permits up to three days per week of remote work.**

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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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

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**