

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
(512)239-0102



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State Title: Mgr IV
Functional Title:
Job Posting: 16126
Monthly Salary: \$5258.66 - \$7782.51
Salary Group: B25
Posting Date: 01/15/2016
Close Date: 02/01/2016
Section/Division: Revenue Operations Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1001

Job Description:

Manages revenue accounting and collection, grants billing, and financial assurance functions of the Texas Commission on Environmental Quality (TCEQ). Manages and participates in fiscal operations involving the collection of revenue, including proper accounting treatment, internal controls, billing, and reporting to federal and state agencies. Directs and coordinates the development of policies and procedures for fiscal activities to ensure consistent and accurate accounting treatment, internal controls, and collection of state funds. Serves as liaison with other divisions as necessary to ensure compliance with TCEQ and State accounting policies and procedures. Addresses auditor needs and responds to audit findings. Completes human resource management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Participates as Business Area Manager in systems/applications development related to revenue accounting, billing, and collection. Develops, updates, and maintains internal desk procedure manuals for TCEQ staff regarding grants billing, revenue accounting, and financial assurance processes. Conducts legislative analyses and rules development and implementation related to these processes. Coordinates financial assurance administration for the TCEQ, and financial analysis related to enforcement. Manages or oversees the management of the collections contract, assuring collected administrative penalties meet or exceed performance measures.

Military Occupational Specialty (MOS) Codes: 001810, 2605, 2615, 3A100, 0101, 018,3043, 001815, and 2163

Minimum Qualifications:

Experience in the management of a business function, division, or department relevant to assignment.

OR Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in a field relevant to assignment.

Preferred Requirements:

Experience supervising a staff of at least 12 people (includes hiring and performance management).

Experience conducting legislative analysis and rules development.

Special Requirements:

Moving up to 10 pounds of paper.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer