

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Budget Analyst I
Functional Title:
Job Posting: 16199
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 03/21/2016
Close Date: 04/05/2016
Section/Division: Region 14 - Corpus Christi Section/ Coastal & East Texas Area Division
Work Location: 6300 Ocean Dr, Ste 1200, Corpus Christi, TX 78412-5839
Openings: One(1)
Position #(s): 1919

Job Description:

Performs routine budget preparation and analysis for the Corpus Christi regional office. Assists with the development of budget estimates and the operating budget for the region; tracks regional budget, maintains budget spreadsheets and enters transactions; tracks balances and annual encumbrances, reconciles regional data with USAS, and monitors for increases/decreases; conducts periodic lapse analysis, monthly reconciliations and midyear/ year-end reviews; generates Outstanding Encumbrance, Interest and HUB Reports and ad hoc reports; makes expenditure corrections and processes PFCRs; coordinates with FOD, OCE and Budget staff. Assists with preparing budget reports to monitor the region's expenditures, and to plan/forecast the region's needs; collects and reviews data; and assists with related projects. Codes, submits, enters, and tracks invoices and invoice payments of goods and services; resolves or assists with budget related issues, changes, and/or inquiries; initiates corrective action, provides exchanges, and coordinates and/or verifies information. Prepares and codes PFs for annual encumbrances and large item purchases; assists with processing purchase requests; determines correct method of purchase, obtains pricing and vendor information, prepares specifications and develops/reviews bids; determines correct object and PCA codes, enters spreadsheet information, processes PF and/or makes Procard purchases; coordinates with FOD, OCE and Purchasing staff. Codes travel vouchers and travel authorizations; and enters travel budget expenditures and payments. Assists with property management and administrative support functions.

Military Occupational Specialty (MOS) Codes: 36B, 36A, 020, 21, 30, 31, 32, F&S, FIN10, 3451, 3404, 3408, 3450, 8844, 65FX, and 65WX

Minimum Qualifications:

Graduation from an accredited four-year college or university with a major course work in business, public administration, or a related field(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).
OR One year of full-time experience in auditing, accounting, budget preparation and analysis, or financial management; or other responsible analytical or professional work.

Preferred Requirements:

Experience and/or training in budget planning or expenditure forecasting.
Experience and/or training with purchasing rules, policies, or procedures.
Experience and/or training in reconciling purchases with budget lines.
Experience using MS Word and MS Excel.

Special Requirements:

Moving up to 10 pounds of files/office supplies.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

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