

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Mgr IV  
**Functional Title:**  
**Job Posting:** 16216  
Monthly Salary: \$5258.66 - \$7561.19  
Salary Group: B25  
Posting Date: 04/06/2016  
Close Date: 04/20/2016  
Section/Division: Financial Operations Section/ Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 7210

### **Job Description:**

Manages the Financial Operations Section of the Financial Administration Division of the Texas Commission on Environmental Quality (TCEQ). Manages and participates in fiscal operations related to the agency's prompt and accurate payment of purchase, travel, and contract vouchers; travel coordination; payroll, time keeping and leave accounting functions; and encumbrances, encumbrance adjustments and corrections to expenditures. Completes personnel management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Establishes and maintains systems and processes that provide direction for section employees relative to the payment of vouchers, travel coordination, payroll, time keeping, leave accounting, and other section responsibilities. 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. Develops guidelines, procedures, policies, rules and regulations; and monitors compliance with policies and procedures for reporting financial information, including reporting for cost recovery packages. Develops, updates, and maintains internal desk procedure manuals for TCEQ staff regarding payment of vouchers, travel coordination, payroll, time keeping, leave accounting, and other section responsibilities. Conducts legislative analyses, rules development, and implementation related to these processes. Participates as Business Area Manager in systems/applications development related to payment of vouchers, travel coordination, payroll, time keeping, leave accounting, and other section responsibilities.

**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 in supervising a staff of at least 10 people.

Experience interpreting rules, regulations, and/or statutes governing state agency financial operations.

A degree in Finance, Economics, Accounting, Banking, Business, or Public Administration.

### **Special Requirements:**

Moving up to 10 pounds of paper.

Traveling up to 10% 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