

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: Financial Analyst I
Functional Title:
Job Posting: 16259
Monthly Salary: \$3763.16
Salary Group: B20
Posting Date: 05/11/2016
Close Date: 05/25/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 10417

Job Description:

Assists in coordinating fiscal requirements of and ensuring fiscal compliance with the Texas Emissions Reduction Program (TERP) of the Texas Commission on Environmental Quality (TCEQ). Reviews, analyzes and processes reimbursement requests for the various TERP grant programs; provides technical assistance and consultative services to TERP grantees and their associates; and reviews the work of other fiscal staff to ensure accuracy, completeness and compliance with established policies, procedures and contract/grant requirements. Assists in oversight of the reimbursement process, payments, and revenue tracking of all expenditures of the TERP grant programs. Monitors and prepares fiscal reports for TERP, including the status of incoming funds, payments, reconciliations, and encumbrances. Completes reconciliations. Reviews and coordinates review and processing of vendor contracts. Ensures fiscal spreadsheets are maintained and remain current. Develops, implements, monitors, and evaluates policies and procedures to ensure the fiscal integrity of TERP. Represents the TERP fiscal program to other areas of the agency. Serves on special committees or work groups. Assists in coordinating with the Budget and Planning Division on monitoring cash flow and fund balances, and with the Financial Administration Division to monitor the routing and approval of reimbursement requests. Develops and implements risk assessment policies and procedures and conducts liaison responsibilities regarding reimbursement requirements as outlined in grant contracts.

Military Occupational Specialty (MOS) Codes:

36B, 36A, 020, 31, 3401, 3404, F&S, FIN10, 6FoX1, 65F1, 65F3, 65F4, 65FX, and 65WX

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with a major in accounting, finance, economics, business, public administration, or a related field, plus six months of full-time experience in lending, credit analysis, financial analysis, budget analysis, or financial regulatory work. Completion of an internship in the areas listed may substitute for the required experience.

OR Certification as a public accountant (CPA).

Preferred Requirements:

Experience with reviewing and processing requests for reimbursement of a grant or contract.

Experience working with and/or creating financial reports and/or spreadsheets.

Certified Public Accountant (CPA).

Master's Degree in Business Administration, Accounting, or Finance.

Special Requirements:

Moving up to 20 pounds of reports and files.

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 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