

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: 16336
Monthly Salary: \$3763.16
Salary Group: B20
Posting Date: 07/27/2016
Close Date: 08/10/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 11247

Job Description:

Reviews and processes reimbursement requests related to grant contracts issued in relation to the Texas Emissions Reduction Plan (TERP) of the Texas Commission on Environmental Quality (TCEQ), for the purpose of ensuring fiscal compliance. Reviews, analyzes, and processes grant payment requests for the TERP grant programs. Provides technical assistance and consultative services to TERP grantees and their associates, regarding payment inquiries and requirements. Reviews the work of other fiscal staff related to reimbursement requests to ensure accuracy, completeness and compliance with established policies, procedures and grant contract requirements. Completes data entry into databases and designated spreadsheets related to each reimbursement request, to ensure databases and spreadsheets are current, accurate and complete. Assists with the development, implementation, monitoring and evaluation of fiscal policies and procedures regarding reimbursement, as well as TERP policies and procedures, to ensure the fiscal integrity of TERP.

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 with equipment financing and leasing agreements.

Certified Public Accountant (CPA).

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

Special Requirements:

Moving up to 20 pounds of files and reports.

Traveling up to 10% of the time with overnight stays.

Working overtime as needed.

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