State Title: Budget Analyst III  
Functional Title:  
Job Posting: L20253 (Re-Opened)  
Monthly Salary: $4023.16 - $4224.31  
Salary Group: B21  
Posting Date: 06/19/2020  
Close Date: 07/03/2020  
Section/Division: Operations Section/Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 0196  

Applicants who previously applied will still be considered and do not have to re-apply  

Job Description:  
 Prepares, analyzes and monitors the budget and other financial data; and reconciles expenditures for the Information Resources Division (IRD) of the Texas Commission on Environmental Quality (TCEQ). Prepares and/or assists division management with the preparation of budgeting procedures and development, biennial legislative appropriation requests, and reports; and compiles and analyzes financial data for the division. Prepares and/or reviews budget and procurement documents in accordance with agency and state purchasing rules and regulations. Reviews vendor invoices to ensure accuracy and compliance with agency and state purchasing and accounting rules and regulations. Prepares forecasts and expenditure reports to correlate with appropriations and approved projects. Reviews budgeting, strategic planning, and procurement policies and procedures, and disseminates pertinent information to appropriate agency staff; meets with appropriate staff to provide guidance and assistance.  

Military Occupational Specialty (MOS) Codes:  
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), plus two years of full-time experience in a professional or technical capacity involving budget preparation or analysis.
OR Three years of full-time experience in auditing, accounting, budget preparation, financial management, statistical analysis; or other responsible analytical or professional work that provided a knowledge of programs, budget procedures, budget execution, budgetary and financial relationships with workloads of organizational elements, organizational structure, and work processes of the organization.
Registration as a Certified Public Accountant or a master's degree from an accredited college or university in public affairs, business administration, public administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for one year of the experience.

Preferred Requirements:
Experience working with TCEQ and/or other government agency budget processes and procedures.
Experience using the Uniform Statewide Accounting System (USAS) or another automated accounting system.
Experience using PowerPoint.

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.

To Apply:
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer