

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Budget Analyst IV

Functional Title:

Job Posting: L21023

Monthly Salary: \$4598.66 to \$5500.00

Salary Group: B23

Posting Date: 11/20/2020

Close Date: 12/09/2020

Division: Information Resources

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 51345

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). Plans and coordinates financial related functions for the Information Resources Division, which includes preparing and monitoring operating budgets, Legislative Appropriations Requests (LAR's), Biennial Operating Plans (BOP), financial reports, expenditure of funds, grant work plans, strategic plans, fund transfers, and budget revisions. Oversees, analyzes, and compiles budget/financial activities for Information Resources Division (IRD). 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, procurement policies and procedures, and disseminates pertinent information to appropriate agency staff; meets with appropriate staff to provide guidance and assistance.

Military Occupational 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 three years of full-time experience in a professional or technical capacity involving budget preparation or analysis.

OR Four years of full-time experience in auditing, accounting, budget preparation, financial management, or 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 with a major 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 working with Centralized Accounting and Payroll/Personnel System (CAPPS).

Experience using the Uniform Statewide Accounting System (USAS) or another automated accounting system.

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-select 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