



"Serving Texas Since 1893"

TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Senior Budget Analyst

State Classification/Title/Salary Group: 1157 / Budget Analyst III / B21
1158 / Budget Analyst IV / B23

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B – Financial Management Technician, 420 – Storekeeper, 3451 – Financial Management Technician, 6FOX1 – Financial Management or Comptroller, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Monthly Salary: \$4023.17 - \$6065.75 per month (*plus state benefits*)
(Starting salary group commensurate with experience)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Posting #: 00003253

FLSA Status: Non-Exempt

Opening Date: October 9, 2018

Closing Date: **October 31, 2018**

General Description

Serves as the Senior Budget Analyst performing complex accounting work and assisting in all operations of the Financial Services Department. Primary responsibilities include preparation, maintenance, and analysis of the agency's operating budget. Duties include preparation of internal and external reports, review of financial vouchers for accuracy, and evaluation of spending trends for compliance with state policy. This position reports to the Director of Financial Services and works under limited supervision with considerable latitude for the use of initiative and independent judgement.

Essential Job Functions

- Prepares, maintains, monitors, analyzes, and reports agency operating budget utilizing the Uniform Statewide Accounting System (USAS), the Centralized Accounting and Payroll/Personnel System (CAPPS), and Microsoft Excel.
- Provides management with expenditure data, trends, and recommendations.
- Prepares legislative appropriations requests, fiscal notes, analyses of legislation, requests for federal funding, and agency budget instructions.
- Utilize Comptroller of Public Accounts' (CPA) Uniform Statewide Accounting System (USAS) in establishment of annual budget, and strategic movement of funds when necessary, including Capital Budget.
- Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made.
- Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement in management accountability, and efficient means to reach program objectives.

- Develops budget policies and procedures.
- May supervise the work of others.
- Performs related work as assigned.

Minimum Qualifications

Education and Experience:

- Three years experience in budget preparation and analysis, and in performance measure reporting (Budget Analyst III;) or
- Four years' experience in budget preparation and analysis and in performance measurement reporting work (for Budget Analyst IV).
- Previous experience in budget preparation and analysis for a Texas state agency is preferred.
- Graduation from an accredited four-year college or university with major coursework in accounting, finance, business, public administration, or a related field is generally preferred.

**** Education and experience may be substituted for one another on a year for year basis. ****

Knowledge, Skills and Abilities: Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting. Skill in the use of a computer and applicable software, with high proficiency in Microsoft Excel. Skill in the use of pivot tables is preferred. Knowledge of the state accounting systems USAS and CAPPs are preferred. Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, to communicate effectively, and to supervise the work of others. Ability to work as a team member in a courteous and effective manner.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply:

To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00003253&tz=GMT-05%3A00>

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

An Equal Opportunity Employer