

Texas Board of Professional Geoscientists

JOB POSTING

Agency Financial/Budget Officer
(Staff Services Officer V)

\$65,000 - \$75,000 Annually
\$5,416.66 - \$6,250.00 Monthly

Posting No: 22-014

Group/Step: B21

Opening Date: 7/29/2022

Closing Date: Until Filled

Job Description

The Staff Services Officer V (Agency Financial Officer) works in partnership with the Executive Director in making sound business decisions based on agency's budget and operational needs. This position serves as the agency's budget/financial officer and performs duties mainly focused on budgeting/purchasing, and payroll/personnel actions. This is a key position in our small agency with a volume of work reflective of our agency's size. General description is as follows:

- Serves as the Financial (Budget) Officer for the Texas Board of Professional Geoscientists (TBPG). TBPG is a small regulatory agency responsible for protecting the public and the environment by ensuring, through examination, licensure, and enforcement that only qualified persons carry out the public practice of geoscience.
- Oversees and/or prepares monthly and annual budget statements related to accounts payable, payrolls and purchases.
- Utilizes existing state accounting systems (CAPPS, USAS, ABEST) to process agency payments, deposits, and prepare/track purchase orders.
- Responsible for activities related to cash receipts, deposits and disbursements; general journal entries related to payables/receivables, and coordinating data for Annual Financial Reports.
- Prepare and process new hires, salary actions, and agency payroll.
- Develops and runs system queries for extraction of accounting data/reconciliations.
- Coordinate training, travel arrangements, and serves as leave coordinator.
- Ensures agency compliance with state requirements, policies, and procedures in financial areas.
- In partnership with agency team and Accountant, coordinate strategic plan and legislative appropriation request.
- Must demonstrate a spirit of teamwork, working cooperatively and professionally with all staff/Board Members, to maintain a productive working environment.

Minimum Requirements

Minimum three years’ experience working in governmental accounting utilizing Texas government financial systems (USAS, USPS, ABEST); Experience preparing written procedures and fiscal reports including spreadsheets and presentations. Graduation from an accredited four-year college or university with major course work in business, accounting, finance or related field is generally preferred. Required working knowledge, understanding, and utilization of CAPPS Accounting/Financial system. Certified Texas Purchaser (CTP) or working experience with state purchasing procedures and ability to obtain certification within 12 months is preferred.

Knowledge Skills Abilities:

Requires working knowledge of accounts payable processing guidelines and principles for State of Texas Government agencies working as a budget analyst, accountant or similar position. Working experience of CAPPS, USAS, USPS, ABEST. Some human resource administration experience with willingness to acquire additional knowledge through available training. Ability to organize workload, set priorities, and maintain accurate and well organized files and records. Advanced excel skills and experience in the research and reconciliation process. Ability to analyze financial data in order to identify business issues and recommend effective solutions. Ability to communicate effectively. Ability to deal effectively with diverse groups and individuals to build productive working relationships.

Other

Possible **TELEWORK** component after initial 3 months of employment. 40 hour work week. TBPG's overall workload is reflective of a small agency while offering a very competitive salary along with the State of Texas benefits package which includes everything from health insurance, a retirement plan, and a variety of leave types.

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To Apply:

Please Submit a State of Texas Application to: rtruan@tbpg.texas.gov

Link to Application: [The State of Texas Application for Employment](#)