



Texas Board of Professional Geoscientists

JOB POSTING

Agency Financial Officer

\$80,000 - \$90,000 Annually



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Posting No: 22-015

Job Description

The Agency Financial Officer is a key position in our small agency with a volume of work reflective of our agency's smaller size. The Financial Officer performs moderately complex work specifically in the preparation, processing, and reconciliation of accounts payables/receivables, purchasing, payroll, and travel. General description is as follows:

- Serves as the Financial Officer for the Texas Board of Professional Geoscientists (TBPG).
- Handles agency's accounts payables/receivables and monthly payroll.
- Prepares/processes purchase orders.
- Prepares or assists outside accountant with monthly and annual budget statements related to accounts payable, payrolls and purchases.
- Utilizes existing state accounting systems (CAPPS, USAS, ABEST) to enter and analyze data related to agency funds in accordance with established financial requirements.
- Coordinates Annual Financial Reporting with agency (outside) Accountant.
- Develops and runs system queries for required reporting.
- Coordinates travel arrangements and serves as employee time coordinator.
- Ensures agency compliance with state requirements, policies, and procedures in financial areas.
- In partnership with Executive Director, coordinate and prepare annual operating budget, strategic plan and legislative appropriation requests. Monitor/review budget to ensure operational compliance with appropriation.
- Performs on-boarding of new hires and processes employee salary actions.

Minimum Requirements

Minimum three years' experience working in governmental accounting utilizing Texas government financial systems (CAPPS, USAS, USPS, ABEST); Experience performing budget analysis and preparing 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. **Significant relevant state experience may substitute for education requirement.**

Required working knowledge, understanding, and utilization of CAPPS Accounting/Financial system. Certified Texas Purchaser (CTP) or working experience with state purchasing procedures is preferred but not required.

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 knowledge of CAPPS, USAS, USPS, SPRS, ABEST and related programs. 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. Knowledge and ability to create financial reports/spreadsheets. 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

Part-time **TELEWORK** component available 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@tbpq.texas.gov

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