

Texas Board of Professional Geoscientists

JOB POSTING

Agency Financial Officer

(Staff Services Officer IV)

\$55,000 - \$70,000 Annually

Posting No: 24-010

Group/Step: B20

Opening Date: 11/28/2023

Closing Date: Until Filled

Job Description

The Staff Services Officer performs responsibilities related to accounting, budgeting, payroll and purchasing. The diverse functions of this key position is due to our agency's size which allows for a lower volume of work for each responsibility but also provides a great opportunity to grow professionally into other areas of responsibility. General description is as follows:

- Serves as the Financial Officer for the Texas Board of Professional Geoscientists (TBPG). We are 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.
- Utilizes existing state accounting and budget systems (ABEST, CAPPs, USAS, USPS) for budget, accounts payables/receivables, purchases, and payroll.
- Coordinate travel arrangements when needed and assists with Timekeeper support.
- Ensures agency compliance with state reporting requirements, policies, and procedures in financial areas.
- In partnership with outside Budget Analyst and Accountant, assist with Legislative Appropriation Request and Annual Financial Report.
- Must demonstrate a spirit of teamwork, cooperation and professionalism to maintain a creative, relaxed, and productive working environment among staff and board members.

Minimum Requirements

Minimum two years of experience working in state government financial related role utilizing Texas Comptroller's systems (i.e., CAPPs, USAS, USPS); Graduation from an accredited four-year college or university with major course work in business, accounting, or finance is generally preferred with relevant experience. Relevant experience may be used to substitute for the education requirement.

Preferred Requirements

+2 years working knowledge, understanding, and utilization of CAPPs Accounting/Financial system in a financial related role preferred. 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 a State of Texas government agency – preferably as a budget analyst, accountant or similar role. Working experience of CAPPs Financials, USAS, USPS, ABEST is essential. Ability to organize workload, set priorities, and maintain accurate and well organized files and records is essential. Ability to analyze budget data in order to identify business issues and recommend solutions is essential. Ability to communicate effectively, work with minimal supervision, and build productive working relationships in a team environment is essential. Knowledge/ability to create Excel or similar documents and knowledge of the research and reconciliation process is beneficial.

Other

40 hour work week. In office position but possible part-time **TELEWORK** component after initial 3 months of employment based on performance and on-going workload/productivity. While this position offers a diverse workload, it 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. Starting compensation will be based on education and years of relevant experience.

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