



**Texas Board of Professional Geoscientists  
JOB POSTING**

**Agency Financial Officer (Accountant V-VI)**

**\$80,000 - \$95,000 Annually**  
**Posting No: 26-010**

**Job Description**

The Financial Officer is a key position in our small regulatory agency. 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) responsible for all GL/accounting, purchasing, payroll, and financial reporting of the agency.
- In partnership with Agency Board, Executive Director and outside Accountant, prepares Legislative Appropriation Requests, Annual Financial Reports, Strategic Plan, and financial reporting.
- Utilizes existing state accounting and budget systems (ABEST, CAPPs, USAS, USPS, HRIS) for inventory control, budget management, accounts payables/receivables, purchasing, and HR/payroll/employee on-boarding related tasks to ensure operational compliance and appropriation management.
- Coordinates agency travel arrangements and provides Timekeeper Administrator support.
- Ability to communicate both verbally and in writing, in a clear and concise manner.
- Ability to work independently, and as part of a team, to support and contribute to a cohesive team environment that values business continuity and team member growth.
- Must demonstrate a spirit of teamwork, cooperation and professionalism to maintain a creative, cordial, and productive working environment with agency team members, management and internal/external customers.

### **Minimum Requirements**

Minimum four years of experience working in a Texas state government financial related role utilizing Comptroller's financial 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**

+4 years working knowledge, understanding, and utilization of CAPPs Accounting/Financial system in a financial related state agency role.

### **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, Financial Officer 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.

### **Other**

40 hour work week. In office position but may qualify for variance under our agency's Telework Policy which may be found on our website at [www.tbpg.state.tx.us](http://www.tbpg.state.tx.us) [TBPG-Telework-Policy-Final-.pdf](#) . This position offers a diverse workload, reflective of a small agency environment requiring team members to assist with various tasks and responsibilities 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 knowledge, skills education and years of relevant experience.

**State of Texas Application must be submitted.**

For application form, please visit: <https://tbpg.state.tx.us/employment>

Completed applications may be emailed to [rtruan@tbpg.texas.gov](mailto:rtruan@tbpg.texas.gov)