

# TEXAS PUBLIC FINANCE AUTHORITY

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## JOB VACANCY NOTICE

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**Job Posting Number:** 072  
**State Classification Number:** 1080  
**State Classification Title:** Financial Analyst I  
**Salary Group:** B20  
**Salary:** \$45,158 – \$64,000 Annually, depending on qualifications  
**Opening Date:** 1/7/2022  
**Closing Date:** Open Until Filled  
**Location:** 300 W. 15<sup>th</sup> Street, Austin, TX 78701

### GENERAL DESCRIPTION

The Texas Public Finance Authority ("TPFA") is the central bond and financial obligation issuer for the State of Texas. TPFA issues municipal bonds to provide financing to construct office buildings, university dormitories, major equipment purchases, healthcare project grants, unemployment obligations, disaster financing and for a variety of other needs. TPFA typically issues up to \$1 billion in debt annually and manages several billion dollars of outstanding debt obligations. TPFA has a focused mission and work is typically project oriented. TPFA has a small but highly skilled staff who perform progressively complex and challenging work on existing and new projects that require creative analysis.

The open position will perform moderately complex financial analysis. Work involves compiling, reviewing, analyzing, and evaluating financial and expenditure data; preparing reports and responding to inquiries; and maintaining accounting documents. Works under supervision with progressive latitude for the use of initiative and independent judgment. This position will support financial analysis and business administrative functions, with the objectives of increasing the efficiency and effectiveness of the agency.

### EXAMPLES OF WORK PERFORMED

Analyzes and reviews financial and expenditure data; information; and applicable business, and financial policies.  
Ensures compliance with established procedures, requirements, laws, and regulations; completeness of data; and presence of adequate documentation.  
Monitors and coordinates third-party financial information and agency expenditure data, including the accumulation of data, financial modeling, reporting, and monitoring of responses.  
Performs or reviews financial analysis scenarios, such as debt amortization.  
Evaluates and monitors agency bond proceeds activity.  
Researches and reconciles discrepancies in accounts or appropriation balances, monitors payment status of invoices, and reports findings.  
Performs data entry into financial and/or data systems  
Prepares related vouchers and schedules.  
Maintains financial and/or accounting files and reports.  
Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a four-year high school or GED is required. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, economics, or a related field is preferred.

### **Minimum Knowledge, Skills, and Abilities**

Three years of documented experience performing financial analysis in public finance, corporate finance, banking, business or public accounting or related industry terminology and practices. A four-year college degree in finance, accounting or a related field. College degree may be substituted for work experience. Three years of experience using these software applications: Microsoft Word, Excel, and Outlook. Intermediate to advanced computer skills in Excel.

### **Preferred Knowledge, Skills and Abilities**

Three or more years of experience performing financial analysis in public finance, banking, accounting or related field and competency in related terminology and practices

Work experience with local, state, and/or federal agencies.

Experience and knowledge of the State of Texas Uniform Statewide Accounting System (USAS).

Experience and knowledge of the State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS).

Ability to perform and interpret numerical analyses.

Ability to interpret applicable laws and/or rules, evaluate, and summarize financial, accounting records for accuracy and conformance to procedures, rules, and regulations; to prepare reports and correspondence regarding findings.

Ability to establish and maintain service orientation and effective working relationships at all levels.

Ability to prepare comprehensive and accurate schedules and reports, and effectively present pertinent data in a clear, concise manner.

Ability to make presentations to individuals and groups.

Ability to understand, follow, and convey brief oral and/or written instructions.

Ability to communicate both verbally and in writing, in a clear and concise manner.

Ability to attend work regularly and exercise courtesy, tact and diplomacy in all communications.

Ability to work as needed to meet required deadlines.

Ability to comply with all agency policies and applicable laws.

Ability to comply with all applicable safety rules, regulations and standards.

Ability to work 8 a.m. – 5 p.m., Monday through Friday.

Ability to work additional hours, as needed.

## **WORK ENVIRONMENT**

Frequent use of personal computer, copiers, printers, and telephones. Frequent standing, walking, sitting, listening, and talking.

Frequent work under stress, as a team member, and in direct contact with internal and external contacts.

Occasional travel.

Occasional bending, stooping, and lifting.

**HOW TO APPLY:** Applicants must submit a State of Texas application through WorkInTexas.com. A resume may be included as part of the application filed through WorkInTexas. Military Crosswalk information for this position may be found at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)