Texas Bond Review Board

Employment Opportunity

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Austin, TX 78701
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Financial Analyst I or II   Job Vacancy Number: 3522501
State Classification No: 1080 or 1082   Salary Group: B20 or B22
Salary: $5,000 - $6,000 / month
Opening Date: 10/04/2024   Closing Date: Until Filled or Closed
Benefits: Excellent benefits provided; numerous elective benefits are also available

Job Description

Assist the Executive Director in providing direct program support to the Texas Bond Review Board (TBRB or Agency) with focus on review and analysis of collected data using DBC Finance software and the Agency's SQL database. May require statistical techniques such as MS Excel and data management systems to provide accurate & reliable reports to the Agency.

State debt duties include the analyzing and reporting of issuer Bond Transaction Reports (final reports) and semi-annual debt issuer reports. Additional duties include analyzing and reporting on all aspects of debt issues being considered by the Board; developing information for the financial community and rating agencies related to the issuance of state debt and the operation of state government; gathering, analyzing, summarizing, and reporting on the current financial condition of state debt issuers and assessing the impact of current and proposed debt; providing support to the capital expenditure budgeting and planning process; and other related duties as assigned.

Local debt duties include computing individual local government (cities, community colleges, counties, health/hospital districts, school districts, water districts and other special districts) debt service schedules; performing refunding analysis for new debt issuances by using DBC Finance software and the Agency's SQL database; and design, create, and maintain custom SQL queries (both real-time and batch) in a timely manner.

Private Activity Bond Program (PAB) administrative duties include assisting the PAB administrator with data input, organization, and analysis of PAB applications received for processing.

The Financial Analyst will support the preparation of written reports such as the Agency's State and Local Annual Debt Reports, Debt Affordability Study, Capital Expenditure Plan, Strategic Plan, Performance Measures, Bond Transaction Reports,

Fiscal Notes, HUB Report, constitutional debt limit calculations, and related certifications and other documents.

Provide support in the preparation of Legislative Appropriations Request and requests for information received from legislators, legislative staff, legislative committees, and the general public.

Qualifications

EDUCATION:

- Graduation from an accredited college or university with a bachelor's degree in finance, accounting, computer science, economics, business administration, or related field.
- Documented related work experience may be substituted for education based on two (2) years of experience for one (1) year of education.

EXPERIENCE:

- Financial Analyst I - At least two (2) years of experience in debt-related activities or government including the preparation of financial reports.
- Financial Analyst II - At least five (5) years of experience in debt-related activities or government including the preparation of financial reports.
- Three years of using Microsoft Office products, specifically proficient with Word, Excel, and Microsoft Access.

PREFERRED EXPERIENCE:

- Advanced degree in business, accounting, computer science, mathematics, or public administration with a concentration or emphasis in finance or public finance preferred.
- Proficiency with writing SQL queries and overall use of a SQL database, technical hardware/software experience
- Experience with the state's major financial agencies and agencies issuing debt, experience in corporate or public finance, or experience in commercial or investment banking.
- Demonstrated analytical ability with emphasis on financial and numerical analysis.
- Able to interpret data requests and to translate those requests into database design.
- Knowledge of public debt concepts, practices, and procedures.
- Strong interpersonal, writing, research, and communication skills. Must be self-motivated and able to perform detailed work without error with minimal

supervision. Personable and enthusiastic demeanor with the ability to interact positively and perform successfully in a small office environment.
- Dependable, with a good record of promptness and attendance.
- Proficient in problem solving.

ESSENTIAL JOB FUNCTIONS:

- Performs initial data analysis, such as data profiling, assess data quality, and write SQL queries to extract and integrate data.
- Conducts basic to intermediate data analytics tasks.
- Implement basic data integration tasks using SQL.
- Updates individual governmental debt-service schedules using DBC Finance software, including new-money issues as well as refunding issues that require removal of refunded debt.
- Processes local government debt-service schedules and verifies data, then performs issue-by-issue electronic data transfer to database.
- Assists in preparing website updates to state and local government debt report summaries.
- Help with the reporting of Agency performance measures.
- Perform data entry, including researching, verifying, and correcting information to be entered into the database.
- Analyzes data to determine accuracy and completeness of transactions.
- Ability to read and decipher data on source documents to be entered.
- Ability to review and edit the work of the accounting technicians for correctness.
- Prepares fiscal notes for legislative hearings.
- Assists in the preparation of the state and local government annual reports.
- Prepares special reports, as required.
- Adheres to all Texas Bond Review Board Personnel Policies and performs other duties as assigned throughout the agency

To Apply

- **NO PHONE CALLS** or faxes, please. Submit a typed and signed State of Texas application by:
  - e-mail: michael.felan@brb.texas.gov
  - mail: 300 W 15th St # 409, Austin, TX 78701

- State of Texas applications may be downloaded from State of Texas Application for Employment

  IMPORTANT: Follow the instructions at the above internet address on how to complete and download the State of Texas Application for Employment. Only typed and signed completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of the State of Texas Application.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TBRB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodations during the application or selection process
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.
- TBRB fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](). The [Texas Veterans Commission]() provides helpful employment information

Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.