

Texas Bond Review Board

Employment Opportunity

300 w 15th Street, Suite 409

Austin, TX 78701

John.Perryman@brb.state.tx.us

Financial Analyst I

Job Vacancy Number: 3521801

State Classification No: 1080

Salary Group: B20

Salary: \$3,763.17 - \$4166.67/month (commensurate with experience)

Opening Date: 10-24-2017

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

Job Description

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.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army 36A, 70C. Navy: N/A. Marines: 3404, 3408, 8844. Air Force: 6F0X1, 65FX, 65WX. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Administrative_Support.pdf

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

Assist the Executive Director in providing direct support to the Texas Bond Review Board with focus on the state debt strategy and the local debt strategy with duties split approximately 75%/25%, respectively.

State debt duties include the analyzing and reporting of issuer Bond Transaction Reports (final reports) and semi-annual 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 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 and performing refunding analysis for new debt issuances by using DBC Finance software and the agency's SQL database.

The Financial Analyst I will support the preparation of written reports such as the agency's Annual Report, 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, their staff and committees. Provide support in the development of a state policy and monitoring process for interest rate management agreements (primarily swaps) used by various state issuers and the preparation of best-practices databases.

MINIMUM EDUCATION:

Graduation from a regionally-accredited college or university with a bachelor's degree. Preferably with a major in accounting, economics or business administration with emphasis on finance including financial analysis. Documented related work experience may be substituted for education on the basis of three (3) years of experience for one (1) year of education.

EXPERIENCE & KNOWLEDGE REQUIREMENTS:

- In-depth knowledge of, and 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.
- Advanced knowledge of public debt concepts, practices and procedures.
- Experience with cash flow, debt portfolio and refunding analysis and familiarity with municipal securities disclosure requirements.
- Understanding of the legislative process and demonstrated ability to work with Board representatives, state debt issuers, legislative committees, industry professionals, the public and fellow staff.
- 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.
- Ability to use microcomputers and knowledge of SQL database, spreadsheet and debt finance software (i.e. Access, Excel, Word and DBC Finance).
- Dependable, with a good record of promptness and attendance
- Proficient in problem solving

PREFERRED QUALIFICATIONS:

- Two years of experience in debt-related activities or state or local government including the preparation of financial reports.
- Advanced degree in business or public administration with a concentration or emphasis in finance or public finance preferred.
- Technical hardware/software knowledge preferred.
- Proficiency with writing SQL queries and overall use of a SQL database.

ESSENTIAL JOB FUNCTIONS:

- Establishes program goals and objectives that support the strategic plan; identifies problems, evaluates alternatives, and implements effective solutions; develops and evaluates policies and procedures; prepares reports; communicates effectively; and plans, assigns and supervises the work of others
- 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
- Helps with the reporting of agency performance measures by capturing web logs used to track visitors to the agency's website
- Maintains filing of issue packets and maintenance of issuer files
- 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
- Assist 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: John.Perryman@brb.state.tx.us
 - mail: 300 W 15th St # 409, Austin, TX 78701
- State of Texas applications may be downloaded from <http://www.twc.state.tx.us/jobseekers/state-texas-application-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.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TBRB does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.