



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-20		
Business Title: Construction Accountant	State Classification: Accountant III-VI	
Salary Group: B18-B24	Salary: \$4,857.00-7,140.00 (month) \$58,284.00-85,680.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/10/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Financial Services		Program: Financial Services

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

GENERAL DESCRIPTION:

Performs highly complex and/or supervisory (senior-level) accounting and financial analysis work. Work involves preparing and/or overseeing the preparation of various financial analyses and reports; analyzing and evaluating financial data; and recommending appropriate action to resolve financial problems. This position supports Construction Accounting functions according to state and federal requirements. The accountant will establish, maintain, and/or oversee accounting system procedures and controls, including reviewing and developing procedures as it relates to Construction Accounting. Additionally, the accountant will support agency construction budgets through historical analysis and projections. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

- Supports the Construction Accounting function for the agency. This could include, but not limited to, training staff, reviewing documents for accuracy according to state and federal requirements and approving documents within required time frames.
- Work collaboratively with internal and external entities regarding construction funding.
- Plans and implements programs to control the financing of agency operations.
- Lead internal workgroups to address operational deficiencies.
- Directs the development of policies and procedures related to construction accounting.
- Review/Release encumbrances daily.
- Portfolio-wide construction budget analysis.
- Oversee data compilation for annual financial reports related to construction accounting.
- Reviews and approves budget and accounting transactions.
- Provides expertise on different methods of finance used for construction projects.
- Ensures compliance with established procedures, requirements, laws, and regulations; completeness of data; and presence of adequate documentation.
- Oversees the carrying forward and lapsing construction related funds as required.
- Performs or reviews financial analysis scenarios, such as construction cost escalation or interest rate change simulations.
- Coordinates the planning, development, and submission of the agency's Annual Financial Report and Non-Financial Report in accordance with Governmental Accounting Standards Board (GASB) and Office of the Comptroller of Public Accounts requirements as it relates to Construction Accounting.
- Support the development and analysis of construction related budgets as it relates to operating budgets and Legislative Appropriation Requests.
- Operates as a subject matter expert about internal financial systems.
- Prepares and reviews general ledger accounting entries and reconciliation of financial transactions as needed. Formulates and revises agency policies regarding the use of construction-related funds.



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- Provides financial reporting assistance as it relates to fiscal requirements.
- Maintains overall quality control of the accounting system which includes making recommendations for improvements and ensures the integrity of system processing and accounting files.
- Prepares or directs the production of financial reports on construction project budgets.
- Monitors legislative action and changes in policies that may affect construction project funds.
- May supervise the work of others.
- Performs related work as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:

- 5 years relevant work experience preferably in financial analysis, accounting, and financial reporting.
- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred.
- Experience and education may be substituted for one another.

REGISTRATION, CERTIFICATION OR LICENSURE:

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of accounting, budgetary, auditing and management principles, practices, and procedures.
- Ability to utilize critical thinking in analysis of financial management information and determine appropriate use of funds.
- Ability to prepare and maintain detailed records, files, and reports.
- An attention to detail, ensuring production of high-quality work in a dynamic environment, and maintain required supporting documentation.
- Ability to interpret state and federal rules and regulations and develop or apply to agency's policies and procedures.
- Ability to multitask and time manage deadlines to internal and external customers.
- Ability to identify and evaluate problems; organize and analyze information; provide alternatives and implement effective solutions.
- Ability to communicate effectively
- Skills in training and mentoring staff as needed.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3451 Financial Management Resource Analyst, 3402 Finance

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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Office 512-463-3433



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Officer (Warrant) 6F0X1 Financial Management and Comptroller, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountantAuditingFinance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16238784

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