



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-19</b>		
<b>Business Title: FMO Budget Analyst</b>		<b>State Classification: Budget Analyst II-IV</b>
<b>Salary Group: B20-B24</b>	<b>Salary: \$6,000.00-\$7,100.00 (month) \$72,000.00-\$85,200.00 (year)</b>	<b>Hours/Week: 40</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 10/11/2023</b>	<b>FLSA Status: exempt</b>	<b>Schedule: M-F 8AM-5PM (somewhat flexible)</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Chief Operations</b>		<b>Program: FMO Administrative</b>

**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](http://www.WorkInTexas.com)**

## JOB SUMMARY

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees in dozens of state agencies, all working in the service of the citizens of Texas. The Facilities Management and Operations (FMO) Division oversees a varied property portfolio of office space, storage, warehouses, schools, medical labs, parking lots and garages, and grounds throughout Texas. Our team of over 250 employees provides and contracts for property management, maintenance, landscaping, custodial services, waste management, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents. Our goal is to serve with excellence by providing high-quality work environments that are functional, energy-efficient, and cost-effective to operate.

This position functions as FMO's "in-house" expert on budget development, management, analysis, and oversight for the operational budgets utilized by our division. You will perform complex budget preparation and analysis work, as well as prepare performance measures, generate analytical reports for leadership, and provide technical assistance and training on budgetary matters. Your primary objective will be to ensure efficient allocation of resources, accurate financial forecasting, and adherence to budgetary constraints. The role demands strong analytical skills, attention to detail, and the ability to collaborate with cross-functional teams. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## ESSENTIAL FUNCTIONS

### **Budget Development:**

- Collaborate with org managers and leadership to develop comprehensive budgets for each operational org.
- Analyze historical data and operational requirements to create realistic budget proposals.
- Prepare legislative appropriations requests, fiscal notes, analyses of legislation, requests for special funding, and agency budget instructions.
- Ensure budgets align with FMO goals and objectives.

### **Budget Monitoring and Analysis:**

- Monitor budget performance against actual expenditures, investigate variances, and provide detailed analysis and recommendations to management.
- Identify cost-saving opportunities and propose strategies to optimize resource utilization.

### **Financial Forecasting:**

- Assist in long-term financial planning by forecasting future budgetary requirements based on current requirements, historical data, and state funding availability.
- Provide accurate financial projections to support strategic decision-making processes.

### **Financial Reporting:**

- Prepare regular financial reports, including budget vs. actual analysis, for org managers and leadership.
- Present financial information in a clear and concise manner, highlighting key performance indicators and areas.

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- Prepare quarterly performance measures in compliance with Legislative Budget Board reporting requirements.

## **Collaboration and Communication:**

- Act as the main point of contact between our division and TFC's main budget department, ensuring clear and timely communication. Collaborate to exchange relevant financial information, resolve discrepancies, and align budgetary goals.
- Work closely with FMO org managers to gather relevant financial data and ensure alignment with budgetary guidelines.
- Communicate budgetary policies and procedures to stakeholders and assist them in budget compliance.

## **Training and Development:**

- Organize and conduct monthly meetings with org managers to review budget performance, discuss challenges, and explore solutions. Provide financial guidance and support, ensuring org managers are equipped for success.
- Develop and deliver training sessions on budget management, financial best practices, and relevant software tools to enhance the financial acumen of FMO staff.

## **Reference Tools and Documentation:**

- Create and maintain reference tools, such as budget guidelines, templates, and FAQs, to assist teams in budget development and compliance.
- Develop user-friendly guides and documentation to facilitate understanding of budgeting processes, ensuring accessibility to all stakeholders.

## **Process Improvement:**

- Continuously evaluate and enhance budgeting processes and tools to improve efficiency and accuracy.
- Identify and implement best practices in budget development, monitoring, and analysis.
- Develops budget policies and procedures, where needed.

**Performs any other related duties as assigned.**

## **REQUIRED QUALIFICATIONS**

### **Education and Experience**

- Graduation from an accredited four-year college or university with major coursework in budgeting, accounting, finance, business administration, or a related field
- Proven experience as a Budget Analyst or in a similar financial role
- Education and experience may be substituted for one another
- Proficiency with automated accounting, budgeting, and forecasting programs, preferably the State of Texas's Centralized Accounting and Payroll/Personnel System (CAPPS) software
- Experience with budget development and management in a government setting, or familiarity with the structural and legal environment of governmental budgeting is preferred
- Knowledge of facilities management operations and industry-specific budgeting considerations is preferred

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

- Knowledge of accounting and budgetary principles, practices, and procedures
- Knowledge of legislative appropriations request and annual operating budget processes
- Strong analytical skills with the ability to work with large datasets
- Skill in analyzing financial data, and in the use of a computer and applicable software, including Excel
- Excellent communication and presentation skills
- Detail-oriented and highly organized, with the ability to manage multiple tasks and priorities
- Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, and to communicate effectively

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS**

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This position 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 workday as necessary. May require occasional overtime during peak budgeting periods.

[Note: This job description is a general outline of duties and responsibilities and may be updated or modified periodically to reflect changes in the agency's needs.]

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://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, 70C Health Services 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\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.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: 16240577**

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