



JOB ANNOUNCEMENT

Budget Analyst (Budget Analyst III)	JOB NUMBER	202307
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APPLICATION DATES: July 10, 2023
 Posted until filled

MONTHLY SALARY: \$4,334.00

LOCATION: Austin, TX

Expected Start Date: September 1, 2023

JOB SUMMARY

Under the direction of the Division Chief of Support Services, the Budget Analyst III performs complex (senior-level) accounting, budget, and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Coordinates budgeting processes, preparation, and reporting in alignment with established Texas Comptroller of Public Accounts established policies and procedures. Monitors, reviews, and analyses budget expenditure patterns and trends to determine the potential for reallocation, realignment, or adjustments to accomplish programmatic requirements. May conduct accounting tasks such as budget certification forms, transfers, verifying funding codes, and invoice payments. Prepares legislative appropriations requests, fiscal notes, and analysis. Assists with budget planning, management, training, and reporting. Participates and tracks fiscal-related assignments and special initiatives.

ESSENTIAL JOB FUNCTIONS

- Coordinates budgeting procedures, preparation, and reporting.
- May help develop budget policies and procedures.
- Examines operating budgets to determine whether funds have been appropriately allocated.
- Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement in management accountability, and efficient means to reach program objectives.
- Prepares legislative appropriations requests, fiscal notes, analyses of legislation, requests for federal funding, and agency budget instructions.
- Prepares budgets to provide management with expenditure data, trends, and recommendations.
- Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made.
- Studies and develops budget formulas for appropriations requests.
- Collaborates with the Finance team and may assist with financial transactions, as needed.
- Performs related works as assigned.

MINIMUM QUALIFICATIONS

- Prior state agency experience in budget preparation and analysis, a minimum of two years.
- Strong knowledge of state accounting, budgetary, and management principles, practices, and procedures.
- Experience with the legislative appropriation request and annual operating budget processes; of automated accounting, budgeting, and forecasting measures.
- Experience with performance measures and reporting.
- Ability to analyze fiscal management information and determine the appropriate use of funds.
- Experience with CAPPs, ABEST, and USAS.
- Highly enthusiastic, motivated, and self-directed.
- Professional demeanor with the ability to integrate with a small agency and interact comfortably with board members and members of the legislation and their staff.
- Strong communication skills.
- A keen eye for detail.
- Ability to work a hybrid remote schedule with limited supervision.
- Ability to work more than 40 hours a week, as needed.
- management systems.

This posting is not intended to be a comprehensive description of the position but includes the overall functions.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to hr@tcfp.texas.gov: *

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)

The Texas Commission on Fire Protection is an Equal Opportunity Employer. The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion, or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable

accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.