



JOB ANNOUNCEMENT

Budget Analyst (Budget Analyst I)		JOB NUMBER	202501
APPLICATION DATES:	September 17, 2024 Posted until filled	ANNUAL SALARY:	\$52,000.00
LOCATION:	Austin, TX	Expected Start Date:	November 1, 2024

JOB SUMMARY

Performs routine (journey-level) budget preparation and analysis work. Work involves preparing, reviewing, and analyzing budgets and performance measures; and monitoring budgets and program performance. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Director of Support Services.

ESSENTIAL JOB FUNCTIONS

- Collects, analyzes, and reports data that support alternative solutions to budget and management problems.
- Examines operating budgets to determine whether funds have been appropriately allocated.
- Reviews budgets for accuracy and recommends adjustments for more effective use of funds.
- Assists with legislative appropriations requests, fiscal notes, and analyses of legislation.
- Maintains trend data and prepares graphs, reports, and forecasts
- Assists with budgets to provide management with expenditure data, trends, and recommendations.
- Assists in the preparation of operating budgets.
- Assists in reviewing, evaluating, and preparing requests for funds.
- Collaborates with the Finance team and may assist with financial transactions, as needed.
- Performs related works as assigned.

MINIMUM QUALIFICATIONS

- Prior experience with state accounting, budgetary, and management principles, practices, and procedures; a minimum of two years.
- Ability to analyze fiscal management information and determine the appropriate use of funds.
- Experience with the Texas Comptroller of Public Accounts systems such as CAPPS and USAS with voucher entries.
- 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.

PREFERRED QUALIFICATIONS

- Experience with the legislative appropriation request (LAR), Annual Financial Report (AFR), and annual operating budget processes; of automated accounting, budgeting, and forecasting measures.
- Experience with agency performance measures and ABEST reporting.

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

BENEFITS

- Hybrid remote schedule.
- 100% health insurance covered by employer for employees through BCBS.
- Paid holidays (approximately 21 a year).
- Employer-paid life insurance for employees.
- Optional discounted benefits such as dental, vision, accidental death and dismemberment, dependent coverage, additional life coverage, etc.
- Employee purchase discount program.
- Paid vacation and sick leave.
- Retirement annuity and 401(k)/457 programs.
- Position eligible to telework 1-4 days a week with attendance at theAustin headquarters as needed.

## 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](#)

Important Note: Application packets must include all three required documents above. Incomplete application packets are not forwarded to the selection committee. Selected candidates must pass a background check. Regular and punctual attendance is required.

***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.