



**Job title: Budget Analyst IV or V- \*\*revised salary as of 09/01/24**  
**Appropriations Control Officer**  
**Posting: 0509-24**  
**Opening Date: May 14, 2024**  
**Closing Date: Until filled.**

PO BOX 12157, Austin, TX 78711  
PH: 512.463.7184

FAX: 512.475.3377

Location: 920 Colorado Street, Austin TX 78701  
Yearly Salary: BA IV \$69,576.19- \$79,931.25 BA V \$88,725.04- \$96,600.04  
**\*\*salary listed includes a state legislative salary increase effective 9/1/24**  
**Division: Financial Services**  
Remote Work: Hybrid

### **Job Description**

The Appropriation Control Officer is selected by the Deputy Director of Financial Services and the Chief Financial Officer (CFO) and reports to the Deputy Director of Financial Services. This position performs highly advanced budget preparation and analysis work. Duties include preparation of agency budget instructions; planning, analyzing, and reviewing budget requests; preparing and monitoring of program performance measures; and preparing legislative appropriation requests and other agency reports. This position may plan and/or assign the work of others. The Budget Analyst works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **Essential Duties**

- Oversees and coordinates the preparation of budgets to provide the Chief Financial Officer and the Division Director with expenditure data, trends and recommendations.
- Analyzes expenditure patterns and makes recommendations on the use of funds.
- Oversees the preparation of and prepares financial statements and budgetary and/or management reports and may facilitate or direct budgetary coordination with other units as appropriate.
- Establishes work methods and priorities, and determines methodologies and techniques for performing budget, expenditure, and revenue evaluations.
- Prepares and issues instructions covering budget and funding procedures and methods.
- Ensures accuracy and timeliness of submission of biennial legislative appropriation requests, operating budgets, requests for federal funds and other reports.
- Assists with responses to budgetary inquiries from the legislature, governor's office, and state and federal agencies and measures the impact of existing and proposed state legislation.
- Prepares and participates in the preparation of periodic financial statements and reports, the Legislative Appropriation Request, Base Reconciliation, the Operating Budget and assists with the preparation of the Annual Financial Report and the Annual Report of Nonfinancial Data.
- Prepares financial statements, special budgetary and management reports for executive management, including revenue and expenditure estimates and may facilitate or direct budgetary coordination with other areas as appropriate.
- Informs management staff of budget deviations, problems, and events likely to impact operations.
- Assist with the preparation and issuance of internal instructions covering budget and funding policies, procedures, and methods. Assists the Deputy Director of Financial Services with planning, procedures, preparation and reporting within and outside the unit.
- Plans, organizes, and coordinates the budgetary functions of the agency.
- Conducts or assists with special studies to define problems and provides basis for management decisions; develops recommended solutions.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

### **Minimum Qualifications:**

**Budget Analyst IV-** Four (4) years of experience in budget preparation and analysis, or financial management and reporting in a state agency required. Experience using Uniform Statewide Accounting System (USAS), Centralized Accounting and Payroll/Personnel System (CAPPS), HR/Payroll and Financials modules required. Experience using

Automated Budget and Evaluation System of Texas (ABEST) preferred. Experience requirements may run concurrently. Experience with expenditure, payroll, and revenue transactions preferred. Financial management experience also preferred. Graduation from an accredited four-year university with a degree in business administration, accounting, finance, or public administration preferred.

**Budget Analyst V-** Seven (7) years of experience in budget preparation and analysis, or financial management and reporting in a state agency required. Experience using Uniform Statewide Accounting System (USAS), Centralized Accounting and Payroll/Personnel System (CAPPS), HR/Payroll and Financials modules required. Experience using Automated Budget and Evaluation System of Texas (ABEST) preferred. Experience requirements may run concurrently. Experience with expenditure, payroll, and revenue transactions preferred. Financial management experience also preferred. Graduation from an accredited four-year university with a degree in business administration, accounting, finance, or public administration preferred.

**Military Occupation Specialty Code:**

Army 36B, Navy 310X, Coast Guard FIN10, Marines 3451, Air Force 65FX

**Remarks**

**The successful candidate will have:** Knowledge of state or similar accounting, budgetary and management principles, practices, and procedures; and, of the legal restrictions governing allocation of funds. Skill in the use of computer and applicable software, including MS Office programs such as Excel and Word; and, in the use of USAS, CAPPS and ABEST.

Ability to monitor and report on performance measurement; to analyze management problems and develop and present alternative solutions; and, to coordinate the gathering and analysis of data. Ability to analyze financial data and present findings and recommendations in a clear and concise manner; and to develop creative and innovative solutions to budgetary issues. Ability to communicate effectively, both orally and in writing; to interact tactfully with internal and external customers; to manage multiple priorities simultaneously; and, to maintain effective relations with administrative personnel of other divisions and state agencies and to provide friendly, caring service to citizens and agency employees.

**How to Apply**

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email [human.resources@tdlr.texas.gov](mailto:human.resources@tdlr.texas.gov) or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application.

**Only interviewed applicants will receive notice of the final disposition of the selection process.**

*This job is not covered by the Fair Labor Standards Act (FLSA).*

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR 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.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation*