

**Opening Date:** September 11, 2020  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas  
**Posting Number:** 20-71  
**Monthly Salary:** \$3,763.17-\$4,850.00\*  
**Group/Class:** B20/1080  
**Travel %:** 5%  
**Division/Department:** WSI/RWPD/Team 5  
**Number of Positions:** 1

\* Salary commensurate with experience and qualifications

## **JOB VACANCY NOTICE**

### **Credit Analyst (Financial Analyst I)**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)*

**We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>**

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36A - Financial Manager, FIN10 - Finance, 3404 - Financial Management Officer, 6F0X1 - Financial Management and Comptroller, 65FX - Financial Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

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).

#### **Job Description Summary**

Performs complex (journey-level) financial analysis and regulatory work. Work involves compiling, reviewing, analyzing and evaluating financial data. Prepares reports and responding to inquiries. Interacts and guides applicants and their consultants during the funding process. Participates in outreach efforts to promote Texas Water Development Board (TWDB) funding programs. Recommends appropriate action to ensure all projects meet the Board's credit standards and relevant state and federal program guidelines. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Regional Water Project Development (RWPD) Department.

#### **Essential Job Functions**

- Reviews and analyzes financial applications to ensure compliance with established procedures, requirements, laws and regulations.
- Conducts security analysis and determines financial capacity of loan applicants.
- Ensures completeness of data and presence of supporting documentation.
- Coordinates and guides applicants and their consultants to obtain necessary information to analyze and prepare written recommendations for Board action.
- Participates in outreach efforts to promote TWDB financing programs.
- Contributes and participates as a member of an inter-disciplinary team.
- Coordinates efforts associated with closings and serves as internal and external point of contact for closings.
- Reviews bond orders and setting of interest rates for loan closings.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.  
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

HR-002 (Non-Supervisory)

Revised 06/26/2020

**Texas Water**  
**Development Board**

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

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- Represents the Board and its programs to citizen groups and governmental agencies.
- Advises internal committees to improve processes and procedures as assigned by division director.
- Provides support for Essential Job Functions described above for additional Team Managers due to temporary staffing conditions as assigned by division director.
- Assists the Discipline Lead and Water Science and Instructure (WSI) management in identifying process improvements and areas within RWPD that need improvement or could be streamlined.
- Assists the Discipline Lead in reviewing and preparing procedures and guidelines and in conducting training as necessary.
- Promotes an environment that encourages teamwork, accountability, professional development, and improvement in performance.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

**Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in Finance, Economics, Accounting, Business Administration or related fields.
- One year of financial analysis and/or regulatory experience.
- Relevant experience may be substituted on a year-for-year basis.

**Preferred Qualifications**

- Experience with municipal finance.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the RWPD Department; and of the principles and practices of public administration.
- Knowledge of TWDB financial assistance programs.
- Knowledge of finance administration and public finance.
- Knowledge of financial and industry terminology and practices.
- Knowledge of operating computers, software applications, and peripheral devices.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in preparing and maintaining accurate records, reports, documents and correspondence and meeting deadlines.
- Skills in the use of a computer and applicable software.
- Skills in data modeling.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment. Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.

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- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

**Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.