

**Working title: Budget Analyst****Class title: Accountant V****Posting No.: 0608-26****Opening Date: 06/24/2026****Closing Date: Open Until Filled**

Location: Bush Building, 1801 Congress Ave., Austin, TX 78701

Class Code: 1020PP

FLSA: Professional-Exempt

Salary Group/Salary: B22, \$54,614.04 - \$72,000.00/yr.

Division: Office of the Controller

Number of positions: 2

General Description

Performs highly complex (senior-level) accounting work for the Office of the Controller of the Texas Department of Licensing and Regulation (TDLR). The position specializes in budget preparation and analysis work involving preparing, reviewing, and analyzing budgets and program performance. Collects, analyzes, and reports data that supports alternative solutions to budget and management problems. Reviews budgets for accuracy and recommends adjustments for more effective use of funds. Maintains trend data and prepares graphs, reports, and forecasts. Provides advice and assistance concerning budget and funding procedures and methods. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Director of Budget.

Essential Job Functions

- Prepares and/or oversees annual operating budgets, financial reports on estimates, costs data, and budget limits, and reviews expenditures to ensure that budget limits are not exceeded.
- Maintains adequate records of expenditures, funds, appropriations, and expenses.
- Oversees and reviews financial and operating budget reports submitted for accuracy and for pointing out areas where more appropriate use of funds can be made.
- Analyzes and verifies financial documentation, and reviews various records, reports, applications, and contracts.
- Prepares or assists in the preparation of agency operating budget and biennial legislative appropriation requests.
- Prepares periodic analyses of fund balances and expenditures, and prepares technical reports on estimates, cost data, and budget items.
- Informs management of budget deviations, problems, and events likely to affect operations; explains causes; and measures effect on the agency's mission and resources.
- Processes and/or reviews various winner claims in gaming system.
- Performs related work and special projects as assigned by Management.

Required and Preferred Qualifications

- Graduation from an accredited four-year college or university with major course work in Accounting, Finance, or Business Administration is required. (Experience in accounting, financial analysis, forecasting, budgeting, or other financial experience, in excess of the required three years, may be substituted for college on a year-for-year basis.)
- Three years of professional experience in accounting, financial analysis, forecasting, budgeting, or other financial experience is required.
- Experience with CAPPS Financials and USAS is required.
- Experience with the use of Microsoft Office Suite software is required.
- Must be willing to work extra hours (evenings, weekends, and holidays) as workload may require.
- Experience with spreadsheet software applications such as Microsoft Excel is preferred.
- State of Texas experience in financial analysis, forecasting, and/or budgeting is preferred.

Knowledge, Skills, and Abilities

- Knowledge of financial analysis; budget control methods, policies, and procedures; fiscal accounting; governmental accounting; and laws and regulations pertaining to fiscal operations.
- Strong organization skills and attention to detail.
- Skill in the use of personal computers to include word processing and spreadsheet software applications (i.e., Microsoft Office Suite), including preparing presentations, spreadsheets, schedules, charts, and graphs.

- Ability to perform financial analysis; budget funds; apply accounting theory; interpret statutes; and analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, policy, and rules.
- Ability to prepare clear and concise reports, accurately track various budgets, and prepare correspondence regarding findings supported by detailed analysis.
- Ability to conduct independent research related to State of Texas budget requirements.
- Ability to work independently and in a team environment.
- Ability to handle multiple projects and meet deadlines.
- Ability to communicate effectively.
- Ability to meet and deal tactfully and effectively with others, both in person and on the telephone.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work under deadlines, operate standard office equipment, and computer software.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.