

**TEXAS MEDICAL BOARD  
STATE JOB VACANCY NOTICE  
Internal/External**

**Job Posting:** 22-503-04      **Opening Date:** 09/21/2021      **No. of Openings:** 1  
**Monthly Salary:** \$9,166.67      **Closing Date:** Open Until Filled      **Type of Employment:** Full-Time

**WIT#:** 14825828  
**Job Title:** Chief Fiscal Officer  
**Classification Title:** Manager V  
**Class Number:** 1604  
**Salary Group:** B26  
**FLSA Status:** Exempt  
**Location:** Austin, Texas

**Agency:** Texas Medical Board  
333 Guadalupe, Tower 3, Suite 610  
Austin, TX 78768-2018  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

**How to Apply:** All applications for employment with the Texas Medical Board must be submitted electronically by 12:00 a.m. midnight central time on the job closing date through [www.WorkInTexas.com](http://www.WorkInTexas.com). (This means that your application will need to be submitted the day prior to the closing date showing on WorkInTexas.com. FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED. They may be faxed to 512.305.7124 or e-mailed to [Human.Resources@tmb.state.tx.us](mailto:Human.Resources@tmb.state.tx.us). The first two business days only Veterans can apply. After the two business days, it is open for all to apply.

**\*NOTE:** A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date for this purpose. A telecommuting schedule is available.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at: <http://www.hr.sao.texas.gov>

**Agency Information**

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, holiday pay, and other various benefits.

**General Description**

This position serves as the Chief Fiscal Officer for the Texas Medical Board (TMB), a State of Texas regulatory licensing agency with over 200 FTEs that regulate health profession licensees. The CFO is responsible for managing the Finance team of seven FTEs and managing the activities of the department staff. Is responsible for planning and directing administrative functions that include budgeting, accounting, and purchasing. The CFO is responsible for the preparation and timely submission of numerous agency reports and participates in the development/implementation of agency policies and procedures. Performs complex budget preparation, analysis, and oversight activities for the agency's budgeting process, including operational budget, capital budget, and preparation of appropriation requests. Must maintain adequate controls to safeguard the agency's financial assets while ensuring the integrity of the agency's accounting records and complying with all state and federal tax laws and agency policies. Must maintain a highly organized work environment and be able to handle a fast-paced office with changing priorities. Work includes establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Reports directly to the Executive Director and works under limited supervision with extensive latitude for the use of initiative and independent judgment.

**Principal Duties and Responsibilities**

**50% Budget development and management**

Responsible for managing the agency's finances while ensuring the integrity of the agency's accounting records. Monitors agency financial status and provides budgetary control information to the agency's management team, board

members, and oversight agencies. Prepares and oversees the Base Reconciliation, Legislative Appropriations Request (LAR) and operating budgets in accordance with guidelines from the LBB and the Governor's Office Budget and Policy Division. Prepares the Annual Financial Report (AFR) and submits timely to the Texas Comptroller and other oversight agencies. Coordinates and/or oversees the preparation and submission of financial reports pertaining to all programs including USAS/ABEST quarterly reconciliations, performance reporting, and funds management reports. Prepares and submits legislative fiscal notes for proposed legislation. Coordinates with oversight agencies and assures compliance with all state fiscal requirements.

**20% Manages activities of departmental staff**

Directly supervises and evaluates the Finance team; Provides leadership by sharing knowledge, skills, and providing guidance to the Finance team including planning, directing, and assigning work of department employees performing accounting, payroll, purchasing, and property management, Reviews and approves monthly payroll in Centralized Accounting and Payroll/Personnel System (CAPPS). Reviews and oversees all approve purchases, refund, travel, and cancellation vouchers into CAPPS and/or USAS. Oversees the inventory of agency property; oversees properties assets in the Statewide Property System (SPA). Oversees the agency's HUB activities as performed by the purchaser. Prepares Job Description, staffing, and cross-training activities to cover all job aspects of the Finance team. Ensures the Finance teams assigned staff activities are performed accurately, timely, and in compliance with all applicable state policies and procedures. Develops department guidelines, procedures, and policies and assures they are described and documented. Establishes departmental goals, priorities, and standards. Conducts all performance appraisals, approves all leave entries of staff, establishes development goals for Finance team and recruits, interviews, and recommends employment of applicants to the Executive Director and assures that the Finance team is fully trained.

**20% Manages provision of administrative services to agency departments**

Communicates effectively with all agency departments on issues relating to finance, budgeting, purchasing, facilities and other necessary information. Assures departmental mission to support agency operations in an accurate, timely, and professional manner. Identifies risk management issues that may directly impact the strategic direction of the agency. Sets, leads, and establishes an overall risk management process which involves analyzing risks as well as identifying, describing and estimating the risks affecting the agency's mission and goals. Provides technical assistance as needed. Works with agency leadership and managers to understand and track programmatic issues affecting budget and finance.

**10% Other:** Performs special and administrative assignments and programs as assigned.

**Experience and Education**

- Graduation from an accredited four-year college with an undergraduate degree in accounting, finance, business administration, management, or related field is required
- A minimum of at least five years of experience in state government accounting work that includes:
  - Preparing, analyzing, or managing complex budgets
  - Fiscal management practices and procedures
  - Accounting Work
  - Accounts Receivable and Accounts Payable
  - General ledger
- A minimum of five years of experience using spreadsheets or databases to analyze financial data and prepare analytical reports.
- A minimum of at least three years of experience using State of Texas automated systems (CAPPS, USAS, SPA, TINS, SIRS, ABEST, etc.), or another accounting system in a Texas state agency.
- Experience in preparing the Annual Financial Report (AFR), Legislative Appropriations Request (LAR), Operating Budgets, Annual Reports of Non-Financial Data, and quarterly Board financial statements.
- Managerial or supervisory experience is required.
- A graduate degree in accounting, finance, business, management, or related field is preferred
- Certified as a Certified Public Accountant (CPA) in good standing is preferred

**Knowledge, Skills, and Abilities**

- Knowledge of state agency accounting procedures and knowledge of State of Texas laws and regulations governing the expenditure and accounting of funds.
- Knowledge of State of Texas appropriations and legislative process
- Knowledge of budget administration generally accepted financial principles and procedures affecting maintenance of financial records and of automated financial/accounting systems.
- Knowledge of state agency personnel practices and procedures.
- Skill in establishing and maintaining cooperative working relationships
- Ability to supervise and evaluate personnel
- Ability to speak before groups and testify before elected or appointed officials
- Ability to coordinate, collaborate, and employ good interpersonal skills

- Ability to manage concurrent projects to meet deadlines
- Ability to be available during nights, weekends, or holidays especially during Legislative Sessions
- Ability to review and analyze data, to formulate conclusions, and to write reports
- Ability to work well with individuals and organizations.
- Ability to work cooperatively with others in a team environment.
- Ability to organize, prioritize, and meet deadlines of a team
- Ability to establish goals and meet them.
- Ability to organize and handle multiple tasks with flexibility
- Ability to interpret rules, regulations, policies and procedures and convey them to others
- Ability to establish and implement administrative procedures related to risk management
- Ability to maintain strict confidential handling of sensitive information
- Ability to be punctual, prepared, and have regular attendance
- Ability to travel at least 10% of the time
- Ability to adhere to agency's internal management policies and procedures

**Physical Requirements And/Or Working Conditions**

The principal job are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team player, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

**New Hires/Rehires:** There is a 60-day waiting period for health coverage.

**Remarks**

If you are selected, you will be called for an interview. **Only applicants who are interviewed will receive written notification of application results. The person hired may not be simultaneously be employed by another state agency or Texas public institution of public/higher education. Must reside in Texas.**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

**Selective Service Requirement:** If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System

