



related work experience may be substituted for education based on two (2) years of experience for one (1) year of education.

#### EXPERIENCE & KNOWLEDGE REQUIREMENTS:

- Able to use computers, knowledge and experience using Microsoft Office products, specifically proficient with Excel and Microsoft Access.
- Knowledge and experience using database software with high level of accuracy.
- Good grammar, spelling, and proofreading skills.
- Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.
- Able to interact effectively with co-workers, the Board and their staff, the legislature, other state agencies, the financial community, and the public.

#### PREFERRED QUALIFICATIONS:

- Reconciliation accounting experience.
- Self-motivation and ability to perform detailed tasks without error and with minimal supervision.
- Work experience with similar duties in a state agency.
- Knowledge of state accounting policy and procedures.
- Knowledge of legislative process, fiscal note, and tracking system.

#### ESSENTIAL JOB FUNCTIONS:

- Reconciliation of public debt data with attention to detail and high level of accuracy.
- Data entry and verification of data for multiple programs.
- Process voucher payment entries.
- Process purchase orders.
- Distribution of mail and facsimile documents.
- Querying multi-purpose databases.
- Records management support, including scanning records, maintenance of records inventory and periodic review in accordance with retention schedule.
- Routine filing of documents and publications.
- Maintain supply storage areas and general work areas.
- Copying/printing/preparation for routine and special distribution to Board and others.
- Provide technical information verbally and in writing to the Board, other governmental entities, and to the public.
- Provide direct support for the Local Debt, State Debt, and Private Activity Bond Programs in any duties assigned by those Program directors.
- Other duties, as assigned.
- Prepares special reports, as required.

- Adheres to all Texas Bond Review Board Personnel Policies and performs other duties as assigned throughout the agency.

### To Apply

- **NO PHONE CALLS** or faxes, please. Submit a typed and signed State of Texas application by:
  - e-mail: [michael.felan@brb.texas.gov](mailto:michael.felan@brb.texas.gov)
  - mail: 300 W 15th St # 409, Austin, TX 78701
- State of Texas applications may be downloaded from [Texas Application for Employment](#)

**IMPORTANT: Follow the instructions at the above internet address on how to complete and download the State of Texas Application for Employment. Only typed and signed completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of the State of Texas Application.**

- Applications will be screened for minimum qualifications. The most qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TBRB 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.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodation during the application or selection process.
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.
- TBRB fully recognize, honor, and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

CLEAN AIR POLICY IN EFFECT  
AN EQUAL OPPORTUNITY EMPLOYER

TBRB does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status.