

Listing Number: 476-15-01  
Salary: \$ 69,415 - \$75,000

Opening Date: 01-14-15  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Director of Finance and Procurement CLASSIFICATION #: 1620

Salary Group: B26

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

REFER TO: Mary Welch TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_\_\_  
Temporary \_\_\_\_\_ Will terminate on \_\_\_\_\_  
Part Time \_\_\_\_\_ Hours/Week 40

TYPING: YES X NO \_\_\_\_\_ W.P.M. 45 SHORTHAND: YES \_\_\_\_\_ NO X W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_\_\_ Operator X Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES X NO \_\_\_\_\_ SHIFTS: 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY:  DATE: 1/12/15  
Executive Director

GENERAL DESCRIPTION:

Performs highly responsible managerial work providing direction and guidance in strategic operations and planning for the Texas Racing Commission's regulatory programs. Oversees all aspects of the Commission's administrative program relating to finance, human resources, and purchasing. Develops, reviews, and approves budgets. Works under minimal supervision with considerable latitude for use of initiative and independent judgment.

- Represents the agency in meetings and hearings on financial and budgetary matters.
- Oversees the development and reporting of budgetary performance measures.
- Performs other duties as assigned.

EXPERIENCE AND EDUCATION:

- Graduation from an accredited four-year college or university with degree in accounting, public or business administration, or related field.
- Five years work experience in managing state government budget preparation and analysis and in financial management.
- Managerial/Supervisory experience preferred.
- Certified Public Accountant (CPA) license preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state agency accounting and budgetary principles and of legal restrictions governing allocation of funds.
- Knowledge of management principles, practices and procedures.
- Ability to analyze, evaluate, and summarize financial data.
- Ability to monitor and report on performance measures; to analyze management problems and develop and present alternative solutions.
- Proficient in the use of Microsoft Excel and Outlook.

Examples of Work Performed:

- Develops and establishes goals and objectives consistent with the agency's strategic plan.
- Prepares the operating budget and legislative appropriations requests.
- Prepares fiscal notes and analyses of legislation.
- Manages all accounting, purchasing, payroll and personnel functions of the agency.
- Oversees the agency's legislative appropriation accounts and cash activity.
- Oversees the preparation of the annual financial report and non-financial data report.
- Performs analysis of expenditure patterns, budget projections and financial position of the agency and makes recommendations for the use of funds.
- Prepares various budgetary and management reports and informs management of budget deviations and the effect on the agency's appropriations and cash resources.

TEXAS WORKFORCE COMMISSION

Date posted on site:

- Ability to evaluate, develop, and implement administrative policies and procedures.
- Ability to comprehend higher management goals for programs and develop effective implementing strategies.
- Ability to exercise discretion and sound judgment in interpreting and applying agency policies.
- Ability to communicate effectively, prepare clear and concise reports, and draft complex correspondence.
- Ability to meet DPS driver eligibility requirements.
- Knowledge of Uniform State Accounting System (USAS) and Automated Budget and Evaluation System of Texas (ABEST) preferred.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to:  
Texas Racing Commission, Attention: Mary Welch  
PO Box 12080, Austin, TX 78711-2080.

You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application.