

Texas Emergency Services Retirement System (TESRS)

Chief Financial Officer

State Classification: Accountant VII (Class Code 1024) B26

Functional Title: Accountant VII

Working Title: Chief Financial Officer

Salary: \$76,563 - \$100,000 (Annually)

TESRS is looking for a service-minded and motivated Certified Public Accountant (CPA) to join the team and serve as the Chief Financial Officer (CFO). The ideal candidate will be an experienced accounting professional with pension system experience, who may also have state agency accounting experience, and who can effectively perform the duties and responsibilities required by the CFO role.

If you are an experienced CPA licensed in Texas and are interested in serving the state's volunteer first responders, please apply to join our agency.

TO APPLY:

Applications can be submitted using Work In Texas (WIT) or CAPPs, however; if the application is submitted using WIT, applicants must also complete and submit the supplemental questions in CAPPs to be considered for the posting. To complete the supplemental questions, please access CAPPs at:

Recruit: https://erphcmprd.cpa.texas.gov/psc/candidateportal/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL_GBL?FOCUS=Applicant to register or login.

****In all cases a resume must be submitted along with the application. ****

PLEASE NOTE: That this job posting can be closed without notice and earlier than the closing date indicated in the posting if a suitable candidate is found. We encourage applicants to submit and complete the application promptly. All applications must contain complete job histories, which include job title, dates of employment (month/year) and hours worked per week, name of employer, supervisor's name and phone number and description of duties performed. If this information is not submitted, your application will be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a completed application. Omission of data can be the basis for disqualification; you may state 'unknown' for any incomplete fields.

ABOUT TESRS'S OFFICE

The Texas Emergency Services Retirement System is a pension system for volunteer firefighters and first responders in Texas.

Click [here](#) to see an inside look at the Texas Emergency Services Retirement System office!

PHYSICAL WORK ADDRESS

North Lamar Boulevard Building
4800 N. Lamar Blvd., Suite 320
Austin, Texas 78756

TESRS OFFERS:

- Partial telecommuting options after probationary period have been successfully completed;

- Work-life balance;
- Up to 96 hours of accrued vacation per year;
- 96 hours of accrued sick leave per year;
- 12 holidays + other optional holidays per year;
- Paid comprehensive medical insurance for full-time employees; State of Texas pays 50% of the premium costs for dependents.

GENERAL DESCRIPTION:

The Accountant VII (Chief Financial Officer) position is responsible for the overall financial accounting and external reporting functions for the agency and managing the pension system's financial and investment accounting, cash management, financial analysis, and budgeting functions; providing coordination and review for investment valuation, benchmarking, and liquidity analysis functions; responsible for coordination and development of the agency's Legislative Appropriations Requests and operating budgets; development of components of the agency's financial strategic plan; development and implementation of financial policy development; performance monitoring; executive level reporting; and direct supervision of financial management staff. This position reports directly to and under the direction of the Executive Director.

This position is responsible for the following primary duties:

- TERS pension system cash management, including monitoring, reviewing, reconciling, and forecasting cash inflow/outflow; providing timely recommendations of actions needed to ensure sufficient liquidity to meet benefit, vendor, and other payment demands, while maximizing the amount of funds available for investment;
- Aiding with the system actuary in the development of general investment valuation guidelines and policies based on accepted industry standards; ensuring processes are in place to consistently and accurately value the investment portfolio;
- Aiding in the identification, assessment, mitigation, and reporting of financial, compliance, legal, security, operational, and other risks to the agency, pension fund investments, and the pension system's benefit program;
- Coordination of activities with the Legislative Budget Board, Governor's Office of Budget and Planning on behalf of the agency when required;
- Initiating and providing strategic direction and review for the preparation of financial forecasts, analyses, and reports that provide guidance and support for executive review, planning, and decision-making;
- Development and administration of the financial systems strategies for the pension fund and the agency, including State Treasury account cash reconciliation, general ledgers, payables, receivables, management reporting and utilization of budgeting systems;
- Oversight of the planning, implementation, coordination and evaluation of the budget and financial operations of the agency;
- Leads financial process redesign and system implementation efforts;
- Management of the development and administration of the TERS state agency's and pension fund's annual budgets;
- Ensuring financial accounting and reporting are in compliance with state and federal tax laws through oversight of tax-related accounting, payments, and compliance functions and;
- Acting as the primary point of contact for agency investment consultants and money managers;
- Maintaining and balancing financial statements, reports, schedules, and exhibits;
- Preparation of general journal entries and process payment, cash, purchase, travel, and related vouchers;
- Auditing of accounting documents for accuracy and compliance with departmental policies and procedures and state and federal statutes;
- Classification, codes, posts, and balances financial and accounting documents and records;
- Receives checks, prepares deposit slips, and maintains check control records;
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances, and reports findings;

- Performs related work as assigned.

WORK HOURS

Eight-hour work schedule between 8:00 a.m. to 5:00 p.m., 40-hour week, Monday – Friday with occasional work schedule variance when necessary. Hours may change based on business need.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with bachelor's degree in accounting, finance operations, or a related field;
- Must be licensed and in good standing as a Certified Public Accountant in Texas;
- Five (5) years' experience in budgeting, accounting and financial operations, including preparing and reviewing complex reconciliations;
- Three (3) years' experience of demonstrated and progressively responsible financial management experience;
- Public pension system accounting experience or investment banking, cash management, treasury and/or trust accounting;
- Two (2) years bookkeeping/accounting work experience reconciling receipts, invoices and processing payments.
- Two (2) years bookkeeping/accounting work experience using a personal computer and related office equipment.
- State agency accounting and financial operations experience, including experience in preparing the Annual Financial Report (AFR) & Legislative Apportions Budget (LAR);
- State of Texas Uniform Statewide Accounting System (USAS) experience.
- State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS) Financial experience.
- Experience using Microsoft Office Suite software, Word, Excel, Teams, Outlook and PowerPoint.
- Experience using Accounting based software and/or system.

PREFERRED QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- Systems, processes, and internal control standards used in production of external financial statements and internal management reports for a complex pension fund or investment organization;
- State of Texas legislative processes
- Principles, practices, and financial reporting standards involved in the management of a pension fund;
- Resources and methods for establishing benchmarks for measuring investment performance;
- Generally accepted accounting principles and standards (GASB), procedures, systems, and reports applicable to pension funds, asset management firms, and investment companies;
- Methods and technologies used to develop and present financial and cash flow analyses, reports and forecasts;
- Principles and practices of supervision, management, and employee relations;

Ability to:

- Effectively communicate financial information to the executive director; internal and external stakeholders, and the TESRS Board;
- Communicate effectively orally and in writing.
- Lead, implement and balance change and continuity to continually strive to improve customer service and program performance within the basic state government framework;

- Build, establish, and maintain effective working relationships and coalitions;
- Make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of policies and programs;
- Review and evaluate investment, actuarial, and financial information and reach sound conclusion on the pension system's current and future liquidity financial soundness, and investment performance;
- Analyze financial data and develop financial forecasts and recommendations to support executive-level decision making;
- Work accurately with numerical data;
- Use sound decision-making and judgment skills and appropriately apply and interpret existing law, rules, policies and procedures;
- Work under pressure and meet deadlines;
- Follow written and oral instructions;
- Prioritize and manage multiple tasks;
- Maintain confidentiality and security of information;
- Represent TESRS with a variety of contacts, including TESRS participating departments and their governing bodies, the Governor's Office, the Texas Legislature, other state agencies, and external auditors and compliance agencies;
- Plan, direct, review, and support the work of staff engaged in accounting and contract management;
- Work well independently, and as a member of a team;
- Work effectively under minimal supervision.

Skill in:

- State of Texas Uniform Statewide Accounting System (USAS) experience.
- State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS) Financial experience.
- Microsoft Office Suite software, Word, Excel, Teams, Outlook and PowerPoint;
- Microsoft Office Excel (formulas, tables, pivot tables)
- Provided effective leadership on matters withing assigned areas of responsibility.

MILITARY'S PREFERENCE:

To receive veteran's preference a copy of your DD214 (Member 4) is required.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall within the essential duties of the job position or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. All active duty, reservists, guardsmen, and veterans are encouraged to apply if they meet the qualifications for this position.

If selected for the position the following must be provided for proof of military' preference:

- Veteran must provide form DD 214
- Surviving Spouse or Orphan must provide DD 1300 or DD 214.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#). The [Texas Veterans Commission](#) provides helpful employment information Go to: <http://www.texasskillstowork.com>, <http://www.onetonline.org>, <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions/> or www.careeronestop.org for assistance translating your military experience and training courses into civilian job terms, qualifications/requirements and skill sets.

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:

Work in Texas (WIT) applicants must complete the supplemental questions be considered for the posting. To complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile.

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment (month/year) and hours worked per week, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application will be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a completed application. Omission of data can be the basis for disqualification; you may state 'unknown' for any incomplete fields.

The TESRS's Office is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, martial status, disability, gender identity.