

TEXAS PUBLIC FINANCE AUTHORITY

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JOB VACANCY NOTICE

Job Posting Number: 081
State Classification Number: 1080
State Classification Title: Financial Analyst I
Salary Group: B20
Salary: \$51,158 – \$60,000 Annually, depending on qualifications
Opening Date: 10/14/2025
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX 78701

ABOUT TPFA

The Texas Public Finance Authority (“TPFA”) is the central bond and financial obligation issuer for the State of Texas. TPFA issues municipal bonds to provide financing to construct office buildings, university dormitories, major equipment purchases, healthcare project grants, unemployment obligations, and for a variety of other needs. TPFA typically issues up to \$1 billion in debt annually and manages several billion dollars of outstanding debt obligations. TPFA has a focused mission, and work is typically project oriented.

At TPFA, you will join a small, highly skilled team to perform progressively complex and challenging work on existing and new projects that require creative analysis.

THE ROLE

We are seeking a Financial Analyst to perform moderately complex financial analysis and reporting. The work role is ideal for someone who enjoys analytical work, enjoys working with numbers and different systems, and wants to grow in public finance. You will work under the guidance of senior staff but will have room to use your own initiative and judgment.

EXAMPLES OF WORK PERFORMED

- Analyze financial and expenditure data
- Ensuring accuracy, compliance, and completeness
- Forecast future outcomes and assess risks for special projects
- Creating debt amortizations
- Evaluate and track agency bond proceeds activity
- Research and reconcile discrepancies in accounts or appropriation balances
- Prepare vouchers and process fund transfers to client agencies
- Maintain debt service schedules and financial records
- Assist with preparing reports and responding to inquiries
- Contribute to special projects and other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Minimum Knowledge, Skills, and Abilities

- Graduation from an accredited four-year college or university
- Three years of professional experience in financial analysis, corporate finance, banking, business or public accounting.
- Strong skills in Microsoft Word, Excel (intermediate to advanced), and Outlook.

Preferred Knowledge, Skills and Abilities

- Bachelor's degree in accounting, finance, economics, or related field is preferred.
- Three or more years of experience in public finance, banking, or public accounting.
- Work experience with local, state, and/or federal agencies.
- Prior experience with the Texas Uniform Statewide Accounting System (USAS).
- Prior experience with the Texas Centralized Accounting and Payroll/Personnel System (CAPPS).
- Strong analytical and problem-solving skills with attention to detail.
- Ability to make presentations to individuals and groups.
- Ability to communicate clearly (written and verbal) and present financial findings to diverse audiences.
- Ability to attend work regularly and exercise courtesy, tact and diplomacy in all communications.
- Ability to work as needed to meet required deadlines.
- Ability to comply with all agency policies and applicable laws.
- Ability to comply with all applicable safety rules, regulations and standards.
- Ability to work 8 a.m. – 5 p.m., Monday through Friday.
- Ability to work additional hours, as needed.

WORK ENVIRONMENT

- Office-based role with frequent use of computers and standard office equipment.
- Collaborative team setting with direct interaction across the agency.
- Occasional travel and overtime may be required.

Applicable Military Occupational Specialty Codes: (Additional information on the State's Military Crosswalk may be found at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

Army	36A, 70C
Navy	N/A
Coast Guard	F&S, FIN10
Marine	3404, 3408, 8844
Air Force	6F0X1, 65FX, 65WX

HOW TO APPLY: Applicants must submit a State of Texas application.