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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 05/17/2024

Job Listing Identification Number: 00042365

State Job Classification: Auditor IV

Functional Title: Fiscal Analyst

Monthly Salary: \$6,417-\$6,815

Remarks: Salary commensurate with qualifications and experience. Remote or hybrid work within Texas may be possible.

Closing Date: 05/31/2024

State Class. No. and Pay Group: 1050/B24

FLSA Status: Exempt Non-Exempt

Location: Austin, TX or Hybrid/Remote within TX

Type of Job: Full Time Part Time

Travel Required: Yes 25% No

About the Texas Indigent Defense Commission (TIDC)

TIDC Mission: Protecting the right to counsel, improving public defense.

TIDC funds, oversees, and improves Texas public defense. TIDC has historically only focused on indigent defense in criminal matters, but recently expanded its focus to also include family representation (child and parental representation in Child Protective Services cases). Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

Last year, TIDC awarded over \$45.8 million in public defense funding, prepared seven planning studies for new public defender offices in 30 counties, visited 36 counties to monitor and improve public defense, and trained over 2,200 people in 35 presentations.

Learn more at tidc.texas.gov.

Job Description:

As a TIDC Fiscal Analyst, you are part of a team that improves Texas public defense by monitoring indigent defense expenditures of counties and other grantees to ensure eligibility and compliance with applicable grant rules. You perform advanced (senior-level) monitoring and auditing activities to ensure that state grant funds are spent appropriately. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and other applicable

regulations. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Performs audit and/or fiscal monitoring reviews that are highly complex in nature or large in scale, including coordinating audit activities.
- Develops audit scopes, programs, objectives, procedures, and deliverables.
- Examines and analyzes management operations, internal control structures and systems, and accounting records for reliability, completeness, adequacy, accuracy, efficiency, and compliance with legal regulations.
- Prepares working papers to document the results of the work performed, including interviews, data analysis, and other documentation.
- Prepares and presents clear, concise, and comprehensive reports of findings, outlines discrepancies, recommends corrective actions, advises on requirements and penalties for noncompliance, and recommends improved accounting systems controls; prepares final reports incorporating client comments as appropriate, and submits final reports for review and approval.
- Provides technical advice on the requirements, liabilities, and penalties of compliance and non-compliance.
- Assists in conducting risk assessments.
- Develops statistical sampling plans.
- May conduct special investigations into questionable practices or records.
- May conduct, review, or assist in TIDC financial reconciliations.
- May conduct training sessions or provide technical assistance regarding financial reporting to the agency.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited college or university with major coursework in accounting, business administration, or closely related area.
- Three years of accounting, auditing, or closely related experience.

Preferred Qualifications:

- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor, or Certified Government Auditing Professional (CGAP).
- State agency experience.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of:
 - accounting and auditing methods and systems.
 - generally accepted auditing standards and procedures.
 - computer technology principles, terminology, programming, and automated systems.
 - county financial practices and experience working with county governments.
- Skill in the use of a computer, applicable software, and sampling techniques.
- Ability to:

- compose clear and concise audit reports.
- gather and analyze accurate and relevant audit information to evaluate accounting and management operations systems for accuracy and legal conformance.
- accurately complete and assemble audit working papers.
- communicate effectively orally and in writing.

Employment Conditions:

- Regular attendance required.
- Travel will be required.
- Sit for long periods of time.
- Requires some lifting, up to 20 pounds.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army - 36A Financial Manager, Navy - 310X SC – Supply Corps Officer, Coast Guard - F&S Finance and Supply (Warrant), Marine Corps - 3402 Finance Officer (Warrant), Air Force - 2R0X1 Maintenance Management Analysis, Space Force-No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

To Apply: All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25,

to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.