



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Bond Finance Analyst in the Bond Finance Division

Job Posting Number: 18-015	State Classification: Financial Analyst II/1082
Division: Bond Finance	Posting Date: August 16, 2017
Department: Bond Finance	Application Deadline: Open Until Closed By Division
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Date Available: Earliest start date for this position is September 1, 2017
Starting Salary: \$4,301 - \$4,483 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs advanced (senior-level) financial analysis and regulatory work. Work involves compiling, reviewing, analyzing, and evaluating financial data; preparing reports and responding to inquiries; and recommending and approving appropriate action to resolve financial and regulatory problems. May assign and/or supervise the work of others – particularly third-parties (trustees and financial advisor). Develops and maintains a database for every bond financing (single family and multifamily) to appropriately track bond and mortgage loan information. Performs activities that require a high degree of responsibility and independence as it relates to: financial, accounting, auditing, and economic research in conjunction with the funding activities of the Department. Work involves planning, organizing, and assisting in the direction of the Department's housing bond finance programs, including the auditing of both single family and multifamily bond covenants, sources and creates both regular and ad hoc financial analysis and reporting, and performs other financial duties, as requested. Work is performed under the direction of the Director of Bond Finance and the Manager of Single Family. Work is performed under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Calculates debt service payments and coordinates with trustee to confirm calculated amounts. Includes tracking principal payments and prepayments on mortgage loans to ensure bonds are redeemed in accordance with the bond documents and tax requirements. Includes the maintenance of a debt service database for each single family bond indenture and individual spreadsheets for each series of bonds.
- Audits active single family and multifamily bond indentures to ensure compliance with bond covenants. Potentially includes interaction with treasury, trust, and safekeeping, trustees, rating agencies, and multifamily staff. Non-compliance issues are reported to the Director of Bond Finance, and will be monitored and managed until resolved.
- Assists in the preparation of reports to be provided to the Bond Review Board, particularly Semi-Annual, Annual, and Final Reports (bond issue specific).



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- Responsible for the submission of all quarterly and annual reports required by the Internal Revenue Service for the Department's Mortgage Credit Certificate (MCC) program.
- Responsible for the collection and acknowledgement of receipt of TEC's Form 1295 (Certificate of Interested Parties)
- Develops and prepares TEFRA notices for publication. Monitors and oversees the process to ensure that each deadline is met, signatures are obtained, and notices are published in the appropriate publications.
- Administers the process for payment of invoices for all service providers.
- Establish good working relationships with and coordinates the efforts of trustees, financial advisors, bond counsel, disclosure counsel, and other parties involved in the daily operation of services pertaining to bond issuance, compliance, and disclosure activities.
- Monitors the status of implementation of new single family bond programs.
- Responds to written and oral requests for financial information.
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and its affect in their individual program areas including performing risk assessment of their program area's significant business processes and identifying and communicating control processes and steps to mitigate unacceptable risks.
- Participates in special projects and duties, as requested.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university preferred. Major course work in a field related to the program area is strongly preferred – accounting, finance, economics, or mathematics, for example. A Master's degree is a plus.
- Employee should have extensive knowledge of finance and fiscal accounting. Employee should have the ability to analyze, consolidate, and interpret accounting data in a clear and concise manner. Employee should have the ability to work well under pressure and to exercise tact and diplomacy when problem solving. Employee should have the ability to communicate in a concise and clear manner in both verbal and written form.
- Employee should have experience (2-5 years) in financial administration.
- Must have a demonstrated track record of analytical ability and experience and have displayed knowledge and experience in strategic planning.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Some knowledge of generally accepted accounted principles and procedures.
- Some knowledge of tax-exempt mortgage revenue bond terminology and industry practices.
- Extensive knowledge of finance and fiscal accounting; some knowledge of automated accounting systems.
- Ability to analyze, consolidate, and interpret accounting data in a clear and concise manner.
- Skill in the use of personal computers. Microsoft Excel, Word and PowerPoint experience required.
- Experience using cash flow software is a plus.
- Must have a strong and evident ability to multi-task and manage priorities.



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- Must be able to perform well under pressure.
- Ability to exercise tact and diplomacy when multi-tasking.
- Must have excellent analytical, interpersonal, and oral and written communication skills especially when it comes to interpreting and analyzing bond documents.

ENVIRONMENT/PHYSICAL CONDITIONS

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.



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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. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.