

## JOB OPENING - BUDGET ANALYST

Interested applicants should submit a cover letter with salary requirements and your resume with references.

Please email the information to [lrobinson@lbo.ms.gov](mailto:lrobinson@lbo.ms.gov). If you have any questions, please email Lee Anne Robinson at [lrobinson@lbo.ms.gov](mailto:lrobinson@lbo.ms.gov).

### General Job Description

The incumbent evaluates agency operations and performance by analyzing all major fiscal activities of the agency. This professional work involves analyzing budget requests submitted by state agencies and institutions and ultimately generating a recommended funding level for submission to the Joint Legislative Budget Committee. The job requires knowledge of accounting, auditing, and administrative organization practices.

### Examples of Work

The following are examples of work performed by this position and are not intended to reflect all functions of the job:

Review existing programs and objectives as defined by the operating agencies.

Assist agencies in the development of annual budget request documents.

Assist members of the Joint Legislative Budget Committee during the annual budget hearing process.

Generate a recommended funding level for each assigned agency.

Track and document legislative actions of the House and Senate Appropriations Committees.

Assist agencies in the implementation of their annual budget as appropriated.

Performs fiscal analyses to estimate changes to revenues and expenditures that would result from the passage of a bill or resolution.

Perform related duties as required or assigned.

### Minimum Requirements

Master's degree in business administration, finance, public administration, or a Certified Public Accountant license

OR

Bachelor's degree in accounting, business, economics, or a related field and three years of work experience

### Preferred Knowledge, Skills, and Abilities

Work experience in budgeting within government agencies or private organizations, either in preparing the budget document or, in some capacity developing expenditure reports for an agency

Work experience in performing financial and or/compliance audits or experience in preparing financial reports and records for a public or private organization.

Strong analytical and problem-solving skills

Ability to understand and communicate technical material

Strong verbal communication skills

Ability to remain objective in a political environment

Strong proficiency with EXCEL