

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Budget Analyst 1		Class Code: 002RH1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 4-12-13
	Summary: The incumbent is responsible for providing assistance in the preparation of administrative budgets and reports for a state agency, reporting to a higher level Budget Analyst, Controller, or Budget Director.		

Duties:

- Prepares and monitors administrative budgets in addition to schedules for large expenditures such as leases, equipment and allotments;
- Assist in the preparation of agency budget analysis of expenditure and preparation of expenditure reports;
- Supervises the preparation of periodic financial reports;
- Supervises the preparation of all grant closeout documents;
- Coordinates the development of budgets for assigned budget areas.
- Prepares and monitors expenditure reports such as fund balances by type and category;
- Provides technical assistance to agency staff on financial matters;
- Reviews, analyzes, and makes financial projections;
- Completes desk review of program budgets;
- Provides assistance to governmental auditing teams;
- Reviews program and administrative budgets with management and agency staff;
- Coordinates the work of fiscal staff;
- Reviews new laws and prepares fiscal information on proposed legislation for agency;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge and the ability to apply general the Generally Accepted Accounting Principles;
- Thorough knowledge and the ability to apply Generally Accepted Audit Standards and related theories;
- Broad knowledge of federal, state and agency budgeting and fiscal policies and procedures;
- Thorough knowledge of computers;
- Extensive knowledge of agency organization and function;
- Ability to communicate effectively orally and in writing with all levels of the organization;
- Ability to prepare and resolve problems;
- Ability to develop effective procedures.

Difficulty of Work:

The incumbent applies established procedures, guidelines, and policies in the performance of duties. The incumbent also trains subordinate budget analysts in the application of these guidelines. Judgment in decision making is required in reviewing funding needs after availability of federal funds has been revised. Incumbent must be able to interpret governmental fiscal policies relating to analyzing and preparation of financial documents.

Responsibility:

Work is reviewed by supervisor upon completion for accuracy and completion. Instruction is provided at the request of the incumbent. Work is detailed and requires a high level of concentration. Due to the length of reports, an error could go undetected. Considerable Judgment is used in analyzing budget data and determining appropriateness of authorizing additional cash draw downs to meet cash needs of agency. An error could go undetected and result in loss of funds to agency.

Personal Work Relationships:

The incumbent's primary contacts are with co-workers, agency employees, employees of other governmental agencies for the purpose of analyzing fiscal information and recommending approval of budgets and budget requests.