

 STATE OF INDIANA CLASSIFICATION SPECIFICATION	Class Title: Budget Analyst 2		Class Code: 002RH2
	FLSA Status: Exempt	Salary Schedule: PAT 2	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;
- Prepares and monitors expenditure reports such as fund balances by type and category;
- Completes desk review of program budgets;
- Prepares reports on quarterly grants and allotments;
- Provides assistance to governmental auditing teams;
- Reviews program and administrative budgets with management and agency staff;
- Coordinate the work of fiscal staff;
- Assist in the preparation of agency budget analysis of expenditure and preparation of expenditure reports;
- Assist with annual tasks such as assisting with reports on anticipated funds and detailed reports of previous year's expenditures;
- Consults with grant accountants and other personnel with issues pertaining to program needs;
- Utilize computers, programming, and software systems in performance of duties;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of and ability to apply the Generally Accepted Accounting Principles and the Generally Accepted Audit Standards and related theories;
- Advanced knowledge of federal, state and agency budgeting and fiscal policies and procedures;
- Advanced knowledge of federal and state laws as they pertain to fund and government accounting;
- Working knowledge of computers;
- Working 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 prepare clear and concise reports;
- Ability to review and analyze budgets;
- Ability to develop effective procedures;
- Ability to coordinate the work of others.

Difficulty of Work:

The incumbent applies established procedures, guidelines, and policies in the performance of duties. A difficult aspect of position is remaining current with changes in agency programs, laws, procedures and organizational structure. Judgment in decision making is required in reviewing funding needs after availability of federal funds has been revised.

Responsibility:

Work is reviewed by supervisor upon completion for accuracy. Incumbent receives general instruction and uses knowledge in completing assignments. Work is detailed and requires a high level of concentration. Due to the length of reports, an error could go undetected. Judgment is used in determining the appropriateness of transferring funds from one account to another. An error could result in loss or delay in the agency receiving funds.

Personal Work Relationships:

The incumbent's primary contacts are with co-workers, agency employees, employees of other governmental agencies for the purpose of exchanging, preparing, reviewing and analyzing fiscal information.