

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Budget Analyst 3		Class Code: 002RH3
	FLSA Status: Exempt	Salary Schedule: PAT 3	Effective Date: 4-12-13
	Summary: The incumbent is responsible for providing assistance in the preparation of budgets and reports for a state agency, reporting to a higher level Budget Analyst, Controller, or Budget Director.		

Duties:

- Assists in preparation and monitoring of expenditures, transfer of funds of appropriations for budgets and allotments;
- Assists in the preparation of agency budget analysis of expenditures and preparation of expenditure reports;
- Assists in processing program budgets and monitoring changes as the budget go through the review process;
- May prepare Federal grant requests;
- Trains agency personnel in budget preparation;
- Consults with grant accountants and other personnel pertaining to program needs;
- Process data to analyze funds needed;
- Prepares forms needed to obtain funds from banking institutions or State Auditor;
- Utilizes computers and software systems in performance of duties;
- Performs related duties as required.

Job Requirements:

- Ability to apply general the Generally Accepted Accounting Principles;
- Ability to apply Generally Accepted Audit Standards and related theories;
- Working knowledge of federal, state and agency budgeting and fiscal policies and procedures;
- 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 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.

Responsibility:

Work is reviewed by supervisor upon completion. Generally, summaries are reviewed for accuracy. Detailed 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. 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 agency fiscal representatives for the purpose of obtaining financial data, exchanging information, resolving problems, analyzing and recommending approval of budgets.