

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Budget Analyst E7		Class Code: 00ER17
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date: 4-12-13
	Summary: Incumbent is responsible for monitoring, tracking, and maintaining complex budgets and funds for multiple program areas within a state Agency. Incumbent is responsible for providing prior, current and future year operating budget and expenditure information, serving as a budget resource including training, coordinating development of budgets, and serving as a liaison with the Office of Management and Budget (OMB), State Budget Agency (SBA), and agency management staff.		

Duties:

- Oversees the development of budgets for all funding sources and analysis of expenditures versus budget, including case management, supplementary budget requests and expenditure patterns;
- Assist with development of agency and department budgets;
- Monitors and analyzes trends through various statistical and quantitative methods providing recommendations to management;
- Analyze trends, through various statistical and quantitative methods, economic modeling and regression analysis and research with industry experts;
- Provide short and long term estimates related to state and federal tax revenues;
- Monitors and evaluate revenue forecasts;
- Provides comparisons of projected revenue against budgeted revenue for biennium;
- Prepares long and short term revenue projections for the department;
- Monitor actual monthly revenues;
- Formulates and recommends changes to current operating program, budget policies, and practices to assist in guiding the agency to the most efficient use of operating funds to meet strategic objectives;
- Evaluates and completes division requests for transfer between operating accounts;
- Monitors budget needs as expenditures and obligations are made during the fiscal year in operating budgets;
- Forecasts and monitors expenditures by budget cost categories;
- Identifies accounting system values for accounts within program area assigned, ensuring that budget spending plans are maintained within acceptable levels;
- Develops, coordinates and recommends changes for improvement in workflow;
- Develops methods and procedures for compiling and analyzing data;
- Prepares prior, current and future year operating budget and expenditure information;
- Prepares, analyzes, maintains and oversees preparation and maintenance of a variety of fiscal or budget reports;
- Prepares and maintains special internal and external reports utilizing financial software;
- Answers non-routine requests for information on policy interpretation;
- Serves as liaison with OMB, SBA and other various state funding agencies;
- Performs other related duties as required.

Job Requirements:

- Broad knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles;
- Broad knowledge of state and federal program accounting, budgeting and applicable laws, policies and procedures;

- Broad knowledge and ability to use automated financial and accounting reporting system;
- Knowledge of the agency mission, program, and administrative policies;
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Excellent problem solving and analytical skills;
- Ability to conduct research, draw logical conclusions, prepare technical reports and make recommendations;
- Ability to formulate sound recommendations and make appropriate decisions with consideration of potential impact on operations;
- Ability to establish and maintain effective working relationships with all levels of management.
- Ability to maintain confidentiality;
- Ability to work independently, anticipate problems and initiate corrective actions;
- Ability to create and maintain complex formulas and relationships within spreadsheets, databases, and other software programs.

Difficulty of Work:

Incumbent utilizes broad and extensive knowledge of finance and performance metrics to direct account management staff. Duties performed are consistently of a high administrative level. Work is broad in scope, and includes analysis of multiple alternative solutions and their impacting budget and programs in the department. The incumbent must exercise substantial judgment in application of the general guidelines of the State Budget Agency. Work involves strategic planning. Work requires a high degree of independence. Complex and new situations occur daily. Decision-making has a direct impact on the overall operation of the agency.

Responsibility:

Incumbent is responsible for monitoring and maintaining of adequate funding for the agency to ensure it is able to meet its mission. Incumbent is responsible for analyzing multiple, highly complex budgets and state/federal funds; partnering with executive management in the various program areas; and providing a high level of customer service in the areas of addressing budget issues, clearly communicating budget information to management and serving as a technical experts for others in the division, agency, and OMB/SBA. Provides monitoring of operating budget to include analysis of spending and sends findings to management with recommendations for actions to be taken. Incumbent is accountable for the coordination and development of budgets. Incumbent is responsible for overseeing the development and dissemination of financial reports utilized by executives and managers to ensure agency programs and services are within current and project budgets. Incumbent is responsible for providing technical assistance on financial matters, consulting with agency management; representing the agency at meetings; facilitating meetings; and writing technical/non-technical reports and proposals.

Personal Work Relationships:

Incumbent's primary contacts are with agency fiscal and executive staff, division directors, managers and/or supervisors, State Budget Agency and other state incumbents for the purpose of information gathering, information dissemination, persuading, problem solving, presentation of recommendations, analysis, implementation of decisions and new or revised practices. Interface regularly with various program and services managers to ensure smooth communication regarding both needs and issues.

Physical Effort:

Little to moderate lifting of storage boxes in order to research and retrieve historic data.

Working Conditions:

Working conditions are normal for an office environment.