



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Senior Fiscal and Budget Analyst
<u>LOCATION:</u>	Jefferson City, MO
<u>SALARY:</u>	\$50,000 (commensurate with education and experience)
<u>CLOSING DATE:</u>	September 6, 2016

The State Auditor's Office is seeking a **Senior Fiscal and Budget Analyst**, whose primary purposes are to examine and provide technical assistance to office staff on state and agency budgetary matters; work with local political subdivisions concerning issues of property tax rate calculation and compliance with state law; and provide technical support for estimating the fiscal impact of legislation and initiative petitions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

- Evaluate the state budget and local political subdivision budgets to assist office staff in audit work.
- Track appropriation bills during the legislative session.
- Collect and analyze data regarding state and local budgetary matters.
- Assist in fund analysis, reviewing financial forecasts, and estimating future outcomes of legislative and budgetary actions.
- Analyze agency budgeting and accounting reports.
- Assemble statistical and fiscal data for use in budgetary and program evaluations.
- Attend hearings, prepare reports on status of bills, and draft responses to budget questions.
- Complete special projects and requests related to statewide office demands and various projects for the State Auditor.
- Respond to questions from representatives of political subdivisions regarding tax rates and financial statements filed with the office.
- Review fiscal impact statements from government and private entities to determine the potential fiscal impact of initiative petitions.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of budget administration
- Knowledge of governmental procedures, practices, and objectives
- Knowledge of governmental accounting, legislative and budget processes
- Knowledge of legislative and initiative petition fiscal note processes
- Ability to communicate effectively orally and in writing
- Ability to read, comprehend, and analyze information
- Ability to work under pressure and meet frequent deadlines
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree or higher in Public or Business Administration, Accounting, Finance, Statistics, Economics, Mathematics, or a closely related field. CPA preferred but not required.
- Working knowledge of government budget administration principles and practices and the techniques of researching, accounting, and auditing preferred. Five years progressively responsible experience in technical state or local government budget administration work or related field preferred.

APPLICATION PROCESS:

In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:

Office of the Missouri State Auditor
ATTN: Human Resources
P.O. Box 869
Jefferson City, MO 65102
Fax: (573) 751-7984
Email: sherrie.brown@auditor.mo.gov

Employment Application can be located on our website at: auditor.mo.gov

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