



# MISSOURI SENATE

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## Budget Analyst

### DESCRIPTION:

This is an advanced professional position performing complex state budget and program analysis for the Missouri Senate. Work involves analysis of budget requests of assigned state agencies, maintaining contacts with fiscal and operating officials to obtain information and documentation, explain, interpret, and make budget recommendations to the chairman and members of the Missouri Senate Appropriations Committee, and provide budget and financial analyses to all members of the Senate. Exercise independent judgement in planning and carrying out assignments. Works under the general supervision of the Appropriations Director.

### DUTIES AND RESPONSIBILITIES:

Evaluate, analyze, and review assigned state agency budgets for conformance with state statutes, rules and legislative intent.

Assemble fiscal and statistical data for use in evaluation of agency programs and funds.

Prepare reports and present data of agency programs and expenditure of funds to members of the Missouri Senate both in a one-on-one and public meeting setting.

Prepare in-depth analysis and research on an ad hoc basis.

### ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge of principles and procedures of budget administration, including government procedures, practices and objectives.

Knowledge of principles and practices of public administration.

Knowledge of research methods including the use of statistics and data collection.

Knowledge of the State accounting and budget systems or the ability to quickly master these programs.

Ability to organize and carry out complex assignments.

Ability to present research/analysis in oral, written and graphic form.

Ability to take initiative on independent research, projects and analysis.

TRAINING AND EXPERIENCE:

College degree in public or business administration, accounting, economics, or a related field, and excellent oral and written communication skills are required. Graduate degree or professional certification in related field and budget experience are preferred.

REPORTS TO:

Appropriations Director

Minimum starting salary is \$55,000 annually. Actual starting salary is commensurate with applicable education and experience.

APPLICATION PROCESS:

Please submit a cover letter, resume, college transcript, and three references to Cindy Winthorst, Senate Human Resources, State Capitol Building, Room 434-B, Jefferson City, MO 65101 or to [cwinthorst@senate.mo.gov](mailto:cwinthorst@senate.mo.gov)