

Position: Budget Analyst

Status: Full Time Exempt Position

Location: Phoenix, Arizona The Office of Strategic Planning and Budgeting is looking for a budget analyst to perform highly technical analysis and reporting for the purpose of developing the Executive Budget and monitoring state agency budgets.

#### Primary Responsibilities

- Critically analyze a wide variety of state agency budgets, both base budget and proposed changes, with the goal of developing the Governor's Budget.
- Explain budget recommendations and options to the Governor and the Governor's executive staff.
- Present and justify executive budget issues to legislative members, staff and committees.
- Analyze and evaluate the impacts of legislative budget proposals.
- Assist agencies in developing budget requests.
- Track and review all legislation for cost and financial implications.
- Develop federal and state fund revenue and expenditure projections, staffing levels and program modifications.
- Utilize multiple data sources to conduct financial analysis for management decisions.
- Interpret federal and state laws and regulations, and agency policies and procedures.
- Use and comprehend various automated systems.
- Evaluate agency expenditures and appropriations and compare program performance to legal mandates.

#### Qualified Candidate Requirements

- Master's Degree in Finance, Economics, Public Administration (with a financial/budgeting specialization), Business or related field
- Or, a Bachelor's Degree in the same fields with 3-5 years experience in governmental budgeting or public finance
- Detail-oriented skills and the ability to communicate effectively on technical matters, both orally and in writing
- Proficiency in MS Excel, Word, Access, and PowerPoint
- Strong analytical and critical-thinking ability; ability to organize, multi-task and prioritize work load

Starting Salary: depends on experience; excellent employee benefits, including 21 days paid vacation

Your application must provide a cover letter, resume and writing sample. Individuals not providing the required materials will not be considered. Writing samples should not exceed five pages. Applications will be continuously accepted. Send or email applications to:

Governor's Office of Strategic Planning and Budgeting

Attention: Bill Greeney, (email: BGreeney@az.gov) or call 602.542.5822

1700 West Washington, Suite 500

Phoenix, AZ 85007

The Governor's Office of Strategic Planning and Budgeting is an equal employment opportunity employer.