

Title: Budget Analyst

Benefits: State benefits, including health care, retirement, sick leave, and vacation

Location: Oversight Division, Room 132 Capitol Building, Jefferson City, Missouri

Closing Date: Until Filled

This is a senior-level professional and technical position in the field of budget administration. This position assumes the responsibility for the examination of highly complex budgets and accounting systems.

Job Duties:

Analyzes and examines budget and allocation requests on the most complex issues for completeness, accuracy, and conformance with procedures, regulations, and policies.

Performs database entry and management of budget information with multiple accounting systems, including BRASS and SAM II.

Provides technical advice and assists General Assembly staff on BRASS and SAM II issues.

Monitors budget allotment and reserve plans to assure compliance with policies and objectives; and monitors expenditures according to budget allocations/appropriations.

Provides guidance to lower level analysts engaged in the compilation of statistical, fiscal, and program information for the formulation and administration of budgets and budgetary allocations; assists in training new employees.

Acts as a liaison with Office of Administration Division of Budget and Planning staff, House and Senate Appropriations staff, and the Legislative Oversight Committee staff.

Prepares and assembles fiscal and statistical data, charts, graphs, and reports for use in budgetary and program evaluations.

Prepares and submits the budget request for the General Assembly.

Acts as a BRASS administrator for the General Assembly.

And other duties as assigned.

Send a resume and three references to Valerie Mueller, Oversight Division, Room 132 Capitol Building, Jefferson City, MO 65101 or email to Valerie.mueller@LR.mo.gov.