



## HUMAN RESOURCES

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**MICHAEL L. PARSON**  
GOVERNOR

**ANNA S. HUI**  
DEPARTMENT DIRECTOR

### Budget Analyst III

Division of Administration / Financial Management Section

421 E. Dunklin St. Jefferson City, MO 65101

Salary Range: \$50,000 - \$60,000

Posting Dates: Until Filled

#### Key Responsibilities:

- Review of all documents included in the department's budget book including cores, new decision items, program descriptions, and supplemental requests ensuring accuracy and completeness
- Perform and review data entry of decision items and core changes in BRASS
- Oversee the compilation, printing, and distribution of the budget books
- Attend budget hearings, brief management staff, and prepare the department's responses to pending questions
- Analyze changes made by the Governor and legislature for impact on the department
- Provide briefing materials and impact statements for division and department management and legislative liaison Track the department's budget through the entire process, noting changes and impacts for each appropriation
- Receive, review, and assign fiscal notes to division staff for response
- Analyze and compile division responses to fiscal notes into a departmental response
- Monitor the department's operating budget and expenditures
- Review and approve purchases by ITSD on behalf of the department

#### Qualifications, Key Skills, and Knowledge:

- One or more years of experience as a Budget Analyst II with the State of Missouri OR a Bachelor's degree with a minimum of 18 earned credit hours in one or a combination of the following: Public or Business Administration, Accounting, Finance, Statistics, Mathematics, Economics, Agricultural Economics, Resource Management, Parks Administration, Hospital Administration, Communications, English, Political Science, or a closely related field; AND Four or more years of professional experience in budget administration, such as providing technical assistance in preparation of budgets, and analysis of budgetary and accounting reports to maintain expenditure and program controls
- Ability to plan and direct the work of other analysts engaged in control of agency budgets
- Ability to effectively organize and present clear and concise reports of findings and recommendations
- Ability to establish and maintain effective working relationships with coworkers, agency and department officials, members, and staff of the legislature, and representatives of other governmental agencies
- Comprehensive knowledge of governmental procedures, practices, and objectives
- Comprehensive knowledge of governmental accounting and research methods
- Comprehensive knowledge of legislative processes

To apply, please go to: [mocareers.mo.com](http://mocareers.mo.com)