

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Budget and Finance Section/Operations Division
<b>CLASS:</b>	Budget Analyst II
<b>LOCATION:</b>	Strawberry Square, Harrisburg
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 7 – Minimum pay of \$48,978

## **BASIC FUNCTION:**

The Budget Analyst II (“BA II”) is a mid-level position charged with performing advanced professional accounting and analytical work. The BA II provides a variety of financial assistance to the Budget and Finance Section of the Operations Division including: analyzing and documenting financial transactions of multiple sources of state and federal funding, preparing and developing complex budget submissions, monitoring spending levels and maintaining expenditure controls.

## **EXAMPLES OF DUTIES:**

- Responsible for compiling and analyzing budgetary data for operational purposes and the tri-annual budget submissions
- Performs ongoing projections of budget expenses throughout the fiscal year to monitor fiscal controls
- Prepares monthly financial reports
- Prepares adjustment transactions and verifies them for the correct application of accounting principles
- Prepares accounting reports and budgetary projects for program personnel and operating expenses
- Determines costs of possible legislation and legislative initiatives
- Prepares federal sub-grant budgets and provides assistance in grant applications and monitoring expenditures

- Compiles statistical, fiscal and program information for the formulation and administration of highly complex departmental budgets
- Provides support to the Section Chief and Budget Analyst IV as needed

**MINIMUM EXPERIENCE AND TRAINING:**

- Two years of professional accounting or financial experience, and graduation from a four-year college or university.