

BUDGET ANALYST 6730

Distinguishing Characteristics of Work

This is responsible professional work in the Office of Budget Services in preparing, monitoring, and analyzing the State Courts System (SCS) Legislative Budget Requests (LBR), operating budgets, allotments, budget amendments, and other operational functions. The Budget Analyst is responsible for entering data into LAS/PBS, Florida Accounting Information Resource (FLAIR), and the State Automated Management and Accounting System (SAMAS) systems, and coordinating and distributing preliminary and final LBR to SCS management. The Budget Analyst oversees the preparation of monthly budget reports to monitor available and projected resources and expenditures. The Budget Analyst works as a liaison with legislative staff, the Governor's Office of Planning and Budgeting, and other state and federal agencies. Working relationships are established with State Courts System personnel and staff of the legislature and governor's office. Work is performed under the general supervision of the Budget Services Manager.

Education and Training Guidelines

Bachelor's degree in Business Administration from an accredited four year college or university with a major in Accounting, Economics, or Finance, or Public Administration, and two years of experience in budgeting, accounting, or auditing.

A Master's degree in an area above may substitute for one of the recommended years of experience.

Experience in an area described above may substitute for the recommended education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of budgeting and accounting principles and procedures. Knowledge of the Legislative Budget Process including applicable laws, statutes, rules, and regulations. Proficient use of a personal computer and software including Excel, Word, PowerPoint, LAS/PBS, and FLAIR (SAMAS). Ability to research and retrieve data from the Internet. Ability to work independently. Ability to communicate effectively. Ability to establish work priorities and meet deadlines.

Effective: January 1, 2000

Revised: July, 2007