

## **JOB DESCRIPTION**

### **Fiscal Analyst**

#### **Summary of Work**

Entry level position responsible for performing professional fiscal, budgetary, accounting, and auditing services under the direction of the Legislative Budget Analyst and Auditor for the Legislative Council and the Legislative Assembly and its members and committees.

#### **Essential Functions**

Conducts budget analysis, monitors state agency and institution budgets, and prepares related reports;

Provides information and assistance on the status of legislative proposals and measures, budgetary and fiscal practices, and prepares summaries and explanations of budget-related reports and proposed legislation;

Conducts fiscal and general research for other Legislative Council staff, legislative committees, and for individual legislators, prepares reports and analysis on findings, and presents alternative solutions for consideration;

Confers with legislators, public officials and employees, and private citizens and organizations on legislative fiscal matters;

Drafts bills, resolutions, and amendments;

Provides staff services for committees, including the planning of committee meetings and preparation of committee minutes and reports;

Makes oral presentations and responds to questions regarding state budget and fiscal matters;

Attends executive budget hearings, committee meetings, and training sessions;

Works overtime as required; and

Performs other duties as directed.

#### **Desirable Knowledge and Essential Skills and Abilities**

Knowledge and understanding of governmental accounting, auditing, and budgetary principles, practices, and procedures;

Knowledge of information technology programs and applications, including word processing, spreadsheet, and presentation software;

Ability to communicate effectively orally and in writing, to explain and summarize legislation, and budget- and financial-related data and reports;

Ability to draft correspondence, memorandums, and legislation clearly and concisely in a manner to accurately complete requests;

Ability to analyze budget requests and fiscal practices;

Ability to organize a variety of information, including hard copy and electronic files;

Ability to make computations and perform analysis accurately and to document the calculations by maintaining supporting schedules either in writing or on electronic spreadsheets;

Ability to acquire and expand knowledge and skills relating to:

- Understanding the legislative process;
- Operating legislative and budget-related computer systems;
- Identifying applicable state and federal laws;
- Conducting fiscal and legal research; and
- Understanding the structure and relationships of federal, state, and local governments, with emphasis on organizational and fiscal relationships;

Ability to maintain effective working relationships with others;

Ability to work under pressure and to meet deadlines with minimal supervision;

Ability to remain objective, nonpartisan, and professional regarding all legislative matters;

Proficiency in the English language and ability to write legibly;

Ability to work overtime to the extent required to perform duties; and

Ability to travel and conduct work at sites away from the office.

**Minimum Qualifications**

A fiscal analyst must have a bachelor's degree in accounting or its equivalent from a recognized institution and be a certified public accountant or have successfully completed an internship with the Legislative Assembly. Prior budgeting or auditing experience with a governmental agency is preferable. A fiscal analyst must be able to provide budgeting, accounting, and general government-related research and analysis; be able to present the work and its results orally and in well-written memorandums and reports; be nonpartisan; be able to perform the essential functions as outlined in this job description; and possess the desirable knowledge and essential skills and abilities as outlined in this job description.