

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
GSD Budget Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
 If FLSA Exempt, exemption type:

Bargaining Unit 14
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Establishes & maintains payroll coding to ensure proper reporting & allocation of costs for General Services Division (GSD); works with program units & HR on payroll & table of organization related issues; develops systems for proper cost accounting methods & supporting software applications to efficiently report & allocate expenditures; develops systems to monitor & implement division payroll allotments; prepares & submits all payroll cost corrections; compiles & analyzes payroll data for GAAP & Statewide Cost Allocation Plan (SWCAP) reports; prepares payroll related portions of SWCAP; develops systems that facilitate effort reporting, administrative allocations & payroll adjusting journal entries; utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, goal seek, customize, macros, formulas for text, logical & database functions) & advanced Access database functions(e.g., writing conditional macros, SQL for converted RQBE queries, MS Access element-based security) to develop business applications; implements payroll policy; maintains other accounting database applications as needed; corrects deficiencies, maintains documentation; provides guidance to HR & program units regarding Requests to Fill/Change Authorization (RFCAs).	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) financial statements; (3) business administration; (4) management science; (5) agency policies & procedures*; (6) organizational structure of division & agency*; (7) payroll administration; (8) state payroll practices*; (9) budgeting; (10) cost accounting; (11) OBM Circular A-87* Skill in (12) operation of personal computer & relevant software (e.g., MS Word, Excel, Access, OAKS FIN/BI/AM modules); (13) using advanced Excel Spreadsheet functions (e.g., subtotals, filter, group, pivot table, goal seek, customize, macros, formulas for text, logical, & database functions); (14) using advanced Access database functions (e.g., writing conditional macros SQL for converted RQBE queries, MS Access element based security). Ability to (15) communicate effectively in both written & oral form; (16) handle sensitive telephone & face-to-face inquiries; (17) deal with variety of complex accounting, business & legal factors; (18) define & clarify business systems & problems, collect data, establish facts & draw valid conclusions; (19) use statistical analysis; (20) develop complex reports & position papers; (21) cooperate with co-workers on projects. *developed after employment

POSITION NUMBER
20005507

JOB CODE TITLE
Budget Analyst 1

JOB CODE
63251

apd 2-6-14 el

List Position Numbers & Job Titles of Positions Directly Supervised:

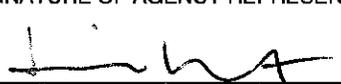
SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

2/6/14

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005507 JOB CODE TITLE Budget Analyst 1 JOB CODE 63251	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION GSD Budget Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Performs financial analysis & adjustments: prepares & submits program office cost corrections; compiles & analyzes data for GAAP & Statewide Cost Allocation Plan (SWCAP) reports; participates in annual budget & rate setting process; prepares SWCAP projections for GSD programs (e.g., budgets, annual rates, quarterly rate reviews); forecasts annual & quarterly administrative allocation impacts on program rate pools; performs routine analysis & updates of program & building allocations; participates in meetings with programs & other offices regarding calculations for budget, allocations & rate setting; prepares quarterly administrative allocations & invoices for A/R's use in quarterly billing; responds to requests from program offices & other programs regarding budget, allocations, annual rates, quarterly reviews, & rate projections.	Knowledge of 1, 4, 5*, 6, 7, 8, 9, 10, 11* Skill in 12, 13, 14 Ability to 15, 17, 18, 19, 20, 21	
	20	Performs other administrative & financial duties; works with Office of Finance to ensure accuracy of GSD portion of DAS Fundable Table of Organization (FTO); attends and participates in meetings; disseminates information; prepares correspondence; prepares and monitors operating reports/plans; process, maintain and monitors all GSD Petty Cash activities.	Knowledge of 1, 2, 3, 5*, 6*, 9, 10 Skill in 12, 13 Ability to 15, 16, 17, 18, 19, 20, 21	
	*developed after employment			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			2/6/14	

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