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

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|--|---|--|---|---------------------------------------|
| POSITION NUMBER 20005507 | <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 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. | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 2/6/14 | |

add 129-132

JOB CODE TITLE
Budget Analyst 1

JOB CODE
63251

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| <table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>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.</td> <td>Knowledge of 1, 4, 5*, 6, 7, 8, 9, 10, 11* Skill in 12, 13, 14 Ability to 15, 17, 18, 19, 20, 21</td> </tr> <tr> <td>20</td> <td>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.</td> <td>Knowledge of 1, 2, 3, 5*, 6*, 9, 10 Skill in 12, 13 Ability to 15, 16, 17, 18, 19, 20, 21</td> </tr> </tbody> </table> | | | | % | 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 |
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| JOB CODE 63251 | | *developed after employment | | | | | | | | | | |

add 12-9-13 ad