

Class Concept

This is advanced management analysis work in the development and administration of the state budget. Positions conduct the budget analysis work for the most complex agencies with broad scope, institutions of state government, or for several groups of state agencies and institutions having similar functions and related types of budget problems. Positions consult with and advise agency officials on fiscal organization, management policies, and procedures. Work is performed with considerable independence under the administrative supervision of the state budget administrator. Budgetary recommendations are subject to review by the administrator and the assistant state budget officer and final approval of the state budget officer.

Positions advise and assist agencies and institutions in the following activities: preparing budget estimates and explaining the process of using budget forms, assisting in establishing unit costs for equipment and isolating and determining program costs for new, expanded, or reorganized programs. Budget Analyst II positions recognize the need for making surveys and investigations on budgetary problems resulting from changes in programs and deviations from approved budgets. These positions evaluate proposed new or revised programs and recommend appropriate action based on knowledge of agency operation as well as assist agency and institution fiscal personnel in determining location of funds transferable within its budget. Positions also review agency and institution monthly financial reports in order to assist in planning future budgetary needs.

Positions may prepare a digest of the final budget as enacted by the General Assembly for distribution to agencies and institutions and conduct pre-audits and assist in approving requests for revisions in capital improvement budgets and allotments of capital improvement funds. These positions may also appear before legislative committees to explain budgetary matters. Positions may review and digest research reports of fiscal management affairs and prepare written summary of pertinent data.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the fiscal and operational policies of state government
- Intermediate knowledge of the principles and practices of public administration and governmental budgeting and accounting
- Intermediate knowledge of the financial structure, accounting system and financial procedures of the State of North Carolina
- Ability to organize and present clearly oral and written reports of findings and recommendations
- Ability to establish and maintain effective working relationships with subordinate personnel, agency officials, legislators, and the general public

Minimum Education and Experience

Bachelor's degree in business administration, public administration, accounting, or related field, from an accredited institution and four years of experience preferably including experience in accounting or budgeting; or an equivalent combination of education and experience.