

JOB POSTING

Position Title: Budget Analyst

Tennessee Department of Finance & Administration Division of Budget

Location: Nashville, Tennessee

Salary Range: \$3,383 to \$7,412 per month based on qualifications and experience.

Duties and Responsibilities:

A Budget Analyst in the Budget Division of the Department of Finance and Administration is responsible for analyzing the budget requests of various state agencies, making funding recommendations to the Director of Budget, monitoring the progress of the Governor's Budget Recommendation, and implementing the enacted budget passed by the General Assembly and signed by the Governor. A Budget Analyst will be assigned various state departments and agencies and will advise the department head and executive staff of those agencies on the development, administration, and use of operating budgets. Various personnel transactions, contracts, purchases, and unusual or exceptional requests are reviewed by the Budget Analyst as part of the state approval process.

Qualifications:

Demonstrated analytical ability and a Bachelors Degree from an accredited college are required. Previous state government experience is helpful, but not required.

The State of Tennessee is an Equal Opportunity Employer.

Send resume to: Tennessee Department of Finance and Administration
Division of Budget
312 Rosa L. Parks Blvd, 16th Floor Snodgrass Tennessee Tower
Nashville, Tennessee 37243

Or email to: State.Budget@tn.gov