



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 17-037

POSTED: March 10, 2017

DEADLINE: March 31, 2017

JOB TITLE: Budget Analyst 1, 2 **OR** 3
JOB CODE: FIP010, FIP011 **OR** FIP012
PAY GRADE: I, J OR L
POSITION NUMBERS: 00162387
LOCATION: Administrative Division/Finance
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$29,973.63-\$58,547.06/year

BA 1 (I): \$29, 973.63 - \$42,819.47
BA 2 (J): \$32,970.99 - \$47,101.41
BA 3 (L): \$40,982.94 - \$58,547.06

DUTIES AND RESPONSIBILITIES:

Budget Analyst 1(FIP010; Pay Grade: I):

Under supervision develops, prepares, projects budgets and approves expenditures for assigned program area. Performs review and analysis of budget program, policy issues, and recommends appropriate courses of action to management. Performs expenditure projections and prepares budget-related financial summaries and recommendations for management review. Monitors the use of federal funds for compliance to the grant award, assists with preparation of grant proposals and budgets; approves all grant expenditures; and prepares and submits grant reimbursement requests, extensions, adjustments and modifications. Prepares amendments for OPB approval for all funding sources, enters amendments in BudgetNet and Teamworks. Prepares and enters internal revisions in Teamworks. Tracks and approves expenditures for GSFIC Bond Projects.

Budget Analyst 2 (FIP011; Pay Grade: J)

Budget Analyst 1 duties and responsibilities under general supervision with an increasing level of analysis and more complex federal grant monitoring.

Budget Analyst 3 (FIP012; Pay Grade: L)

Budget Analyst 1 duties and responsibilities under broad supervision with an increasing level of analysis, complex and multiple federal grant monitoring, training new staff, provide backup support for the Budget Director and may also serve as a lead.

MINIMUM QUALIFICATIONS:

Budget Analyst 1; (FIP010, Pay Grade: I)

Associate's degree from an accredited college or university in public administration, business administration, accounting, finance or related fields OR Two years of fiscal analysis experience

Budget Analyst 2 (FIP011; Pay Grade: J)

Associates OR Bachelor's degree AND Two years of financial analysis experience

Budget Analyst 3 (FIP012; Pay Grade: L)

Associate's degree AND Four years of financial analysis experience

OR

Bachelor's degree AND Two years of financial analysis experience

OR

Two years of experience at the lower level Budget Analyst 2 or position equivalent

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Knowledge of budget development and the legislative processes
- One to Two years of experience with Financial Grant Management Systems
- One to Two years of experience with TeamWorks Financials
- One to Two years of analytical experience to include budget/financial and expenditure data and preparing amendments/budget loads
- Knowledge of the Office of Planning and Budget's (OPB) BudgetNet and Budget Tool Systems
- Bachelor's degree in Public administration, Business administration, Accounting, Finance or a related field.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ **The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.**
- ❖ **Applications should be filled out carefully and completely. Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the**

credential evaluations to the address noted above by the deadline. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.

- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER