GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-048

POSTED: May 2, 2014 **DEADLINE:** May 14, 2014

JOB TITLE: Budget Analyst 1

JOB CODE: 40604

PAY GRADE 14

POSITION NUMBER: 00162622

LOCATION: Administrative Division/Finance
GBI Headquarters
Decatur, Georgia

SALARY RANGE: $32,418.30/yr. - $44,571.27/yr.

DUTIES AND RESPONSIBILITIES:

Develops, prepares, analyzes, and/or revises budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation, and recommends appropriate courses of action to management. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS:

-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:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

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

  Applications may be obtained by clicking the following link: ***GBI State Application***

- The Job Vacancy Number, 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.***

- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. 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