

GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Budget Analyst 4
Job Code: FIP014
Grade: M

Salary Minimum: \$56,310.72
Salary Midpoint: \$73,677.24
Salary Maximum: \$91,043.76

Description of Duties:

Under limited supervision, manages, develops, prepares, analyzes, and/or revises large or complex 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. May serve as lead worker.

Essential Duties and Responsibilities:

- Analyze budgeting and accounting reports to ensure expenditure control.
- Conduct expenditure and personnel service analysis.
- Develop, prepare, and revise annual operating, capital, and zero-based budgets in compliance with appropriations and departmental guidelines.
- Maintain accurate financial records and documentation.
- Review budget estimates for completeness, accuracy, and compliance with regulations.
- Monitor circuit budgets, identify variances, and recommend corrective actions.
- Resolve budget discrepancies daily.
- Oversee or facilitate budget preparation, auditing, and records management.
- Prepare and implement budget amendments to optimize resource allocation.
- Assess financial data to determine resource requirements and make budget projections.
- Request organizational, fund source, and project codes for new programs.
- Prepare 30-60-90-day projections for State Treasury.
- Complete Department of Audits Immigration and Reform report.
- Monitors the day-to-day activities of the procurement process.
- Create and maintain monthly expenditure reports in judicial circuits, department offices and management.
- Maintain complete budget and expenditure files for each circuit and division.
- Identify potential surpluses or deficits and recommend solutions.
- Cross-train to support other financial functions.
- Serves at the pleasure of the Executive Director

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

Associate degree in accounting, business/public administration, or finance from an accredited college or university and five (5) years of fiscal analysis job-related experience; or two (2) years of experience at the lower-level Budget Analyst 3 (FIP012) or equivalent position.

PREFERRED QUALIFICATIONS:

- Experience in PeopleSoft, TeamWorks, and budgeting
- Experience in Accounting and Chart of Accounts
- Knowledge of financial systems, classes, fund sources, accounts and spending flexibility parameters
- Proficiency in Microsoft Excel and the ability to create and interpret charts, tables, and data sheets
- Experience working with grants

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