

# OKLAHOMA SENATE

## Job Posting

### Fiscal Analyst

#### **Join a team where you can make a difference for our state!**

Do you like the idea of working in a fast-paced environment with an excellent team where you can make a difference for Oklahoma? Are you a detail-oriented person who possesses strong research, writing, and verbal communication skills? Do you enjoy problem solving?

Then consider joining the Oklahoma Senate Fiscal Division as a Fiscal Analyst. In this role, you will be a member of non-partisan staff who provide detailed analysis of state agency budgets and assist in the development and navigation of annual appropriations bills throughout the annual appropriations and legislative process. The right candidate will have a strong mastery of spreadsheet management; and the ability to communicate fiscal information effectively via charts, graphs and in written or oral form. The Senate team is comprised of professionals dedicated to improving Oklahoma.

If this sounds like the type of challenge that interests you, **please email your resume to:**

[hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

OR mail or deliver to: Oklahoma Senate, HR/Personnel Services, 2300 North Lincoln Blvd, Ste 309.1C, Oklahoma City, OK 73105-4808

#### **A few more details about the job:**

Under direction of the Director of the Fiscal Division, responsibilities include:

- Provide detailed analysis of state agency budget work programs, budget requests, program performance measures and outcomes;
- Draft appropriations bills;
- Prepare summaries of agency budgets under subcommittee jurisdiction, particularly those related to education;
- Conduct research and prepare written reports concerning issues related to agencies impacting education;
- Act as lead staff for assigned Senate Appropriations Subcommittee(s); and
- Perform other related Senate work as required and assigned.

#### **Experience, knowledge and skills of the ideal candidate include:**

- Bachelor's degree from an accredited college or university is required.
- Completion of a graduate degree is preferred.
- One year of previous experience in legislative work or with governmental, private entities, or institutions relevant to education is preferred but not required.
- Proficiency in utilizing and managing spreadsheets and fiscal databases is required.
- Effective ability to interact with legislators, staff, government officials, and interest groups of differing views.
- Ability to multitask various projects and meet immovable deadlines.
- Experience or knowledge of the legislative process or terminology preferred but not required.

#### **Salary**

Commensurate with education, relative work experience, skills and knowledge, including an excellent state employee benefits package.

Open Until Filled