

STATE OF UTAH
invites applications for the position of:
FINANCE OFFICER

PHYSICAL ADDRESS: Utah State Legislature
Office of the Legislative Fiscal Analyst
W310 State Capitol Complex, Salt Lake City, UT 84114
Salt Lake City, UT 84114

OPENING DATE: November 15, 2018

CLOSING DATE: November 26, 2018, 11:59 PM

JOB NUMBER: 17895

JOB DESCRIPTION:

The Office of the Legislative Fiscal Analyst, a nonpartisan office serving the Utah Legislature, is seeking a full-time Finance Officer. **Candidates in this position perform at an advanced level, in more complex assignments, and are responsible for managing the production of more than one office-wide product. They will have opportunity for advancement into supervisory positions.** Finance Officers help elected officials ensure the long-term viability of state finances, balance the state budget, and improve efficiency and effectiveness of state programs. They do so by investigating and becoming familiar with state operations and services; identifying and recommending funding reductions or program eliminations; formulating, reviewing, and recommending requests for additional funding; organizing and presenting information to appropriations subcommittees; drafting appropriations bills; writing and presenting reports and papers on management, finance, or process improvement; and determining costs or savings for each bill introduced in the Legislature. The successful candidate for this position will be assigned to one or more of the Legislature's eight issue-oriented appropriations subcommittees and must be or become knowledgeable of the subject matter within the subcommittee's jurisdiction. The successful candidate will report directly to the appointed Legislative Fiscal Analyst but must also be responsive to subcommittee chairpersons.

EXAMPLE OF DUTIES:

- Finds, reviews, analyzes, and summarizes financial, performance, and demographic data; interprets results; reports findings; and makes recommendations based on the data;
- Builds relationships with legislators and state agency personnel;
- Plans, organizes, documents, and participates in public meetings;
- Prepares analysis of and recommendations on state government budgets and presents them to the Joint Appropriations Committee and its subcommittees;
- Responds to inquiries and research requests related to state finances or budgets made by legislators, committees, subcommittees, legislative staff, and/or agencies;
- Prepares fiscal analysis of proposed legislation;
- Conducts organizational and management improvement studies.

- Plans, organizes, communicates, and manages production of office-wide products and reports involving other Analysts, Officers, Managers, and support staff.

MINIMUM QUALIFICATIONS:

- Master's degree in Public or Business Administration, Public Policy, Political Science, Finance, Economics, Accounting, or equivalent in academic or practical experience.
- Knowledge of and facility with typical office software products, especially Microsoft Excel.

IDEAL CANDIDATES:

- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions;
- Think critically to analyze issues and identify alternative courses of action, then follow through with those actions;
- Exercise initiative, discretion, and judgment in making decisions;
- Exhibit facility with laws, legal codes, precedents, government relations, executive orders, the democratic political process, and legislative history;
- Possess knowledge of principals, theories and practices of budget management;
- Have experience in task and product management involving other team members;
- Follow written and/or oral instructions;
- Communicate fluently in English using strong writing and public speaking skills.

ADDITIONAL PREFERENCE MAY BE GIVEN FOR:

- Experience in or knowledge of public education, higher education, information technology, or administrative service functions;
- Experience working in a public sector entity in a financial or data analysis role at a working or senior level;
- Experience and skill in presenting information to elected officials or senior executives;
- Experience managing multiple, large projects at one time;
- Skill in project management tools and techniques;
- Experience leading and collaborating with cross-functional teams;
- Understanding of state government including the functions of individual agencies, departments, and institutions, and the relationship between the legislative, judicial, and executive branches of government;
- Knowledge of and facility with quantitative research methods and tools like SAS, SPSS, R, and Stata.

SALARY: \$35.00 - \$60.00 Hourly

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires

employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

NUMBER OF OPENINGS: 2

TO APPLY: **SEND A COVER LETTER, RESUME, AND 3 REFERENCES TO hr@le.utah.gov. PLEASE BE SURE TO INDICATE THAT YOU ARE APPLYING FOR JOB #17895.**

RECRUITER NAME: Debbie Cragun

RECRUITER PHONE NUMBER: 801-326-1600

RECRUITER EMAIL ADDRESS: dcragun@le.utah.gov

OVERTIME EXEMPT: Yes

SCHEDULE CODE: AN – Employees of the Legislature. At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Debbie Cragun at 801-326-1600.

SUPPLEMENTAL INFORMATION:

The typical office setting for this job is adequately lighted, heated and ventilated. However, you may encounter some risks that are associated with any office setting, for example, the safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.