**Make a Difference in Oregon's Natural Resources!**

**Help the Oregon Department of Fish and Wildlife fulfill its mission: To protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations.**

This position is with the Oregon Department of Fish and Wildlife (ODFW) located in Salem.

**What you will do:**

• Develop and monitor program budgets within the Department's budget. Work with all levels of management to develop budgetary needs of existing and new activities, including analysis and forecast of revenue and expenditure trends and program modifications. Prepare written and oral summaries of base budget increases and/or reduction options and summarize into required budget format. Assist in the development of budget packages, current service level exceptions, fund shifts, narratives and policy option package detail reports. Prepare detailed analysis, handouts and other budget data as necessary.

• Translate Operations Divisions’ legislatively approved budgets into operating budgets by sections, program areas, specific projects, and/or specific funding sources and appropriations. Clarify budget problems and present alternatives to executive managers. Reconcile with allotments and provide monthly report to program managers.  Coordinate information with Fiscal Services staff to ensure monthly financial reports reflect accurate budget allocations.

• Develop and maintain monthly budget and financial status reports. Analyze accounting reports to provide revenue and expenditure trends. Interpret and advise executive managers and staff on budget and fiscal matters providing pertinent and timely feedback to facilitate an interactive review process. Participate in program management meetings to assist in budget issues. Coordinate with Contract Services staff on limitation issues and to complete contract reconciliations. Assist in the development of position reorganization/reclassification packages.

The above statements are intended to describe the general nature and level of work being performed. They are not an exhaustive list of all responsibilities and duties required.

**Working Conditions**

• Some in-state travel is involved to work with other Department staff, attend budget meetings and seminars.

• Work is completed primarily in an office setting with long hours working at a computer.

• Work is completed under pressure with tight deadlines. Work must be completed to meet deadlines with a high attention to detail and accuracy.

• Requires a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day. This includes working at all hours and workdays in excess of eight hours.

**We are seeking applicants who meet the minimum qualifications and have the following skills and experience:**

**Minimum Qualifications:**

Five years of progressively responsible experience that included the preparation, analysis, and administration of a budget or fiscal system; OR

Five years of professional-level experience in accounting, fiscal auditing, management or program analysis. Experience must have included modeling, forecasting and analyzing fiscal

information; OR

Successful completion of the Department of Administrative Services Budget and Management Public Administrative Trainee Program.

A Bachelor's Degree in Business, Public or Non-Profit Management, Finance, Accounting or a

related degree (such as Public Policy, Political Science, Public Administration, Economics or other analytical or technical degree) may substitute for three years of the required experience.

A graduate-level degree in any of the above areas may substitute for four of the five years.

**Requested Skills:**

• Developing and utilizing reports to forecast, monitor, and report expenditures and revenue to program and executive level managers.

• Working with high attention to detail and accuracy

• Communicating technical information to diverse audiences, both orally and in writing

• Developing and maintaining effective and professional working relationships

• Developing detailed spreadsheets in Microsoft Excel

• Knowledge and experience of the principles and practices associated with the State of Oregon budget system

• Working with state fiscal systems and processes

• Budgeting for grants or federal matching funds

• Applying cost allocation principles

**Please note**: This recruitment closes on 2/20/2020.

If you are a current state of Oregon employee, to view a complete job posting and to apply visit: [https://wd5.myworkday.com/oregon/d/inst/15$158872/9925$32250.htmld](https://wd5.myworkday.com/oregon/d/inst/15%24158872/9925%2432250.htmld)

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