



**CLOSING DATE: Friday, July 31, 2020**

Missouri House of Representatives  
**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

---

**TITLE:** Budget Analyst, Appropriations Division

**LOCATION:** Missouri House of Representatives  
Missouri State Capitol Building, Jefferson City, MO

**STARTING SALARY:** Starting salary range begins at \$55,000 annually with actual starting salary commensurate with applicable education and experience.

**DESCRIPTION:** The Budget Analyst is a highly responsible, professional position in the House Appropriations Division. The House Appropriations Division is responsible for drafting the state budget for the House of Representatives and supporting elected members in all matters pertaining to the state budget. This non-partisan staff position is full-time and is eligible for Missouri state employee benefits.

**RESPONSIBILITIES:** The Budget Analyst position is responsible for drafting and reviewing legislative appropriation bills and tracking relevant legislation while serving as the main budget liaison for members of the Missouri House of Representatives. This position is also responsive to state departments of government and the general public. Job responsibilities include preparation of fiscal and statistical data for use in budgetary evaluation, data entry, public speaking, and review of agency budget requests and Governor's budget recommendations for accuracy.

**QUALIFICATIONS:** Graduation from a college or university, with a Bachelor's degree in public or business administration, accounting, political science, statistics, mathematics, economics or related area required. Experience in technical budget administration work or related field preferred. Advanced degree preferred. Applicants must have the ability to remain objective, nonpartisan, and professional regarding all legislative matters and work well under pressure with minimal supervision.

**APPLICATION PROCESS:** Please send resume, application and letter of interest no later than Friday, July 31, 2020 to the Missouri House of Representatives, Administration Division, State Capitol Building, Room B-22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Budget Analyst. Documents may also be submitted electronically to [househr@house.mo.gov](mailto:househr@house.mo.gov). Additional information and the House Application for Employment form may be found on the House website at [www.house.mo.gov](http://www.house.mo.gov) or by contacting the House Administration Division at 573.522.6855. Applicants are expected to be available for in-person interviews in Jefferson City, Missouri.

**EQUAL OPPORTUNITY STATEMENT:** The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.