

Class Title: Budget Analyst 2

Location: Nashville, TN

Monthly Salary: \$3,023.00 – \$3,833.00

**About the Tennessee Department of Veterans Services (TDVS)**

The department is committed to serve Veterans and their families with compassion and dignity as an entrusted advocate. TDVS manages and maintains four State Veterans Cemeteries, 9 field offices and the Appeals Division. The department serves as a conduit for several federal, state and local partners to connect more than 521,000 Veterans and more than 1.5 million dependents with resources and services in 95 counties across the state.

**Summary:**

TDVS Budget Analyst 2 is under the general direction of the Deputy Commissioner and is responsible for professional budget work of average difficulty; and performs related work as required.

**Location of Position:**

This position is located at the Tennessee Department of Veterans Services headquarters office in the William R. Snodgrass, Tennessee Tower in downtown Nashville.

**Principal Duties and Responsibilities:**

- Analyzes monthly departmental budgeting and accounting extracts to maintain expenditure and revenue reports.
- Prepares periodic reports comparing budgeted costs to actual cost and budgeted revenues to actual revenues.
- Analyzes assigned business unit's budget requests to ensure conformance with budget policies and guidelines.
- Assists in the development, submission, and administration of the department's operating budgets.
- Assists in the explanation of budget document needs and methods for proper preparation of estimates and detail.
- Monitors departmental revenue collections and expenditure for accuracy on a monthly basis.
- Monitors the availability of funds in the department's budget.
- Monitors salary equity and payroll savings to determine the effect on the budget.
- Supervises, mentors, educates, and directs assigned procurement personnel.
- Monitors purchases to verify availability of funds.
- Drafts requests for budget revision and recommends approval.
- Gathers current periodic expenditures and revenues through electronic format to provide accounting reports.
- Utilizes office productivity software including but not limited to work processing,

spreadsheets, Edison, and email programs.

- Creates complex spreadsheets to enhance efficiency as needed.
- Explains budgetary processes to departmental leadership and staff to keep abreast of current financial situation.
- Maintains professional working relationships with subordinates, peers, and management to ensure smooth and effective team operations.

**Minimum Qualifications:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional budget analytic experience.

**Substitution of Education for Experience:** Qualifying full-time professional experience in analytic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

All interested candidates should submit a resume and cover letter to Deanna Day at the email address below. The position will remain posted until it is filled.

**Deanna Day,**

Tennessee Department of Veterans Services  
William R. Snodgrass Tennessee Tower  
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Nashville, TN 37243  
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TDVS is an Equal Opportunity Employer