



The TN Department of Finance and Administration Budget Office is a non-partisan office of Budget Analysts and Coordinators serving as the primary financial planning support team for the Governor and Commissioner of Finance and Administration to build and manage the state budget of fifty state agencies' resources. The Budget Office is looking for Budget Analysts who are interested in public service and TN state government.

Budget Analyst Job Summary

Duties and Responsibilities:

- Analyzing state agency budget requests
- Making funding recommendations to the Budget Director
- Producing the Governor's Recommended Budget
- Monitoring progress of the Governor's Recommended Budget
- Implementing the corresponding enacted Appropriations Bill
- Reviewing and approving various agency transactions
- Collaborating with state agencies on all the above

Qualifications and Skills:

- Strong attention to detail
- Strong analytical and problem-solving skills
- Excellent written, verbal, and presentation skills
- Excellent interpersonal and customer service skills
- Ability to work well independently and as part of a team
- Interest in public service and TN state government
- Proficient with MS Office suite

Education and Experience:

- Bachelor's degree required, Master's in Public Policy, Public Administration preferred
- Previous state government experience is helpful

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer

Office Culture:

- Recognize a work/life balance: currently a hybrid work from home / office environment depending upon the budget cycle.

Budget Information: <https://www.tn.gov/finance/fa/fa-budget-information.html>

How to Apply: Email a letter of interest, resume, and letters of recommendations to State.Budget@tn.gov or mail to Finance & Administration Budget Office, 312 Rosa Parks Avenue, Snodgrass TN Tower 18th floor, Nashville, TN 37201.

The State of TN is an Equal Opportunity Employer.