

Budget Analyst I

Program/Dept.: Finance / Administrative Services
Working Title Budget Analyst
Location: DeLand
Position #: 10078
Annual Salary: \$60,309.38
Deadline to Apply: January 17, 2025

Function: This is a professional position responsible for analyzing and tracking court expenditures in relation to state budget allocations, identifying and communicating updated budget needs and procuring goods / services via the MyFloridaMarketPlace platform and others. Working relationships are established with judges, other court personnel, professionals of various criminal justice partnering agencies and the general public. Specific duties include, but are not limited to, the following:

- Coordinates budgeting activities with team; analyzes state and county spending, prepares recommendations
- Prepares spreadsheets, monitors expenditures, conducts research, reconciles financial data
- Forecasts expenditures and communicates implications
- Obtains quotes, prepares contracts, prepares requisitions, processes POs and payments
- Attends meetings with senior managers about spending special allocations, communicating updated budget needs/issues, procurement procedures, etc.
- Cross-training in county budget preparation, procurement

Periodic day travel required (mileage reimbursable at the state rate as available). Headquarters subject to change based upon the needs of the Court.

Minimum Requirements:

Any combination of college and related experience totaling 7 years.

Knowledge, Skills and Abilities:

Must have the ability to communicate effectively in writing and orally. Must have the ability to compose written reports on the case management activities of the court. Ability to use the Internet, Microsoft Word, Excel, Outlook and proprietary applications.

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please submit a completed and signed **State of Florida Application** by the deadline on People first OR you may go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" OR you may call 386-626-6577 to have one sent to you.

Court Administration – Human Resources

**101 N. Alabama Ave
Suite B-206
DeLand, FL 32724**

If you are disabled and require an accommodation to participate in the application/ interview process, please contact 386-257-6096 Option 1 or twoodman@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA