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# Example of Budget Examiner Job Description

Our company is looking to fill the role of budget examiner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for budget examiner

* Directing and reviewing policy evaluation research for the purpose of forming recommendations related to tax and economic development programs
* Carrying out special assignments as directed by the First Deputy Budget Director
* Providing policy advice and recommendations to the Chief Budget Examiner on programmatic, fiscal, and administrative issues
* Conducting research identifying revenue trends that may have an impact on the State’s long-term fiscal condition
* Directing staff in the analysis of the long-term implications of the State’s tax structure and formulating recommendations for the Chief Budget Examiner related to Division policies
* Working cooperatively with the Deputy Chief of Economic Studies, under the direction of the Chief Budget Examiner, to determine the immediate and long-range effects of decisions made by Executive policymakers related to State and local taxes on the economy, taxpayer behavior, and the State’s fiscal condition
* Directing and reviewing the analysis of tax policy and legislation within the Economics/Revenue Unit’s purview, and making recommendations to the Chief Budget Examiner pertaining to the approval or veto of such legislation
* Directing policy evaluation research related to tax and economic development programs, including the construction of models as required to perform such analysis
* Carrying out special assignments as directed by the Chief Budget Examiner
* Coordinating with the Division's Press Officer to provide public responses to revenue-related questions

## Qualifications for budget examiner

* Masters’ degree and four years of progressively responsible experience in fiscal policy and/or financial management in a major central budgeting office environment
* Revenue forecasting, budgeting, and management experience
* Candidates must demonstrate an ability to address changing priorities and provide expert fiscal policy advice and counsel in an ever-changing fiscal and political environment
* Directing research on the economic and business climate of the State and for use in developing the State Financial Plan
* Assisting the Chief Budget Examiner in determining final Division recommendations related to the STAR program and agency budgets under the unit’s purview
* Working cooperatively with the Deputy Chief of Revenue, under the direction of the Chief Budget Examiner, to determine the immediate and long-range effects of decisions made by Executive policymakers related to State and local taxes on the economy, taxpayer behavior, and the State’s fiscal condition