



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi Office of Health Policy and Planning is seeking a potential candidate for the position of Budget Analyst. The Budget Analyst will be responsible for managing the federal and state grant program budgets for the Office of Rural Health and Primary Care and the Office of Health Planning and Resource Development. This position requires the ability to handle multiple projects and deadlines simultaneously. An ideal candidate is proficient in Microsoft Office products, extremely organized, meticulous with details, knowledge to undertake analysis and interpretations of financial information and data and has excellent written/verbal communication, project management and time management skills. Financial background/experience is preferred for this position.

The job duties for this position include, but are not limited to: responsible for examining, accounting, reconciling, analyzing, and interpreting accounting data and records; reviewing fiscal/financial transactions, invoices, and supporting documentation for compliance with program requirements; accountable for working under the guidance or within the framework of established processes, systems, practices, and regulations and applying those to perform work, research, and make evaluations and recommendations; monitoring and tracking of measures, impact, and outcomes of the loan program; reviewing files and applications to make recommendations and drafting staff analyses; developing and maintaining master files and reports associated with the program requirements; conducting surveys, evaluations, and database research; ability to work both in a team and independently and other related duties as assigned.

Annual Salary Range: \$ 43,509.31 - \$55,125.00

Location(s): (1) Hinds County

Qualifications: A Bachelor's Degree and/or 2-4 years of experience and/or appropriate certification.

How to Apply: To apply, please send your resume to morhpc@msdh.ms.gov with **Budget Analyst** in the subject line.

MSDH is an Equal Opportunity Employer