

**Oregon State Legislature
Fiscal Coordinator
Job Description**

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|-----------------------------|----------------|-----------------------|--------------|
| Classification Title | Budget Analyst | | |
| Job Code: | | Job Family: | Legislative |
| Pay Grade | 08 | Date Reviewed: | October 2025 |
| FLSA Status | Exempt | Date Revised: | October 2025 |

GENERAL SUMMARY

Provides fiscal coordination in support of multiple agencies of the Oregon Legislative Branch. This includes budget and accounting coordination, reporting, research, preparing budget documentation, fiscal impact statements, and maintains budget record in the statewide budget system. Will act as the primary accounts receivable processor. Provides coordination of travel reimbursement requests and the branches purchasing card program.

REPORTING RELATIONSHIP

Reports to the Financial Services Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Budget coordination support for six legislative agencies

Budget Development

- Enter & maintain records and reconcile budget data in the state budget systems (ORBITS|ORPICS)
- Research and analyze expenditure and revenue patterns to identify budgetary impacts
- Coordinate biennial budget documents

Budget Execution

- Produce monthly and periodic reports from our repository.
- Maintain relationship between position records with ORPICS and Workday
- Assist in tracking, monitor, and analyzing fiscal data

Session Actions & Fiscal Impacts

- Produce fiscal impact statements for task forces, commissions during Legislative Sessions
- Update Key Performance Measures in coordination with managers

Accounting Operations

- Act as primary processor of receivable transactions. Prepares and processes accounts receivable invoices. Receives payments on outstanding invoices and resolves any discrepancies. Reviews and checks invoices, receipts, and requisitions for mathematical accuracy, completeness, consistency, and propriety.
- Coordination of supporting documents for travel reimbursements
- Serves as the coordinating officer for the purchase credit card program. Monitors transactions and assists authorized card holders with purchases and limits. Trains cardholders on proper use of the state credit card.
- Act as backup processor of payable transactions. Reviews documents for accuracy, completeness, authorization, and coding.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- The State of Oregon's budgetary process and associated systems
- Purposes, functions and fiscal operations typical to government organizations.
- Financial forecasting and analytical techniques.
- Computer financial methods applications and potentials.
- Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standards Board (GASB) notices, and State of Oregon accounting practices. Practices, policies and rules of the Oregon State's legislative branch.

Skill in:

- Find and identify essential information.
- Weigh the relative costs and benefits of a potential action.
- Use computer software to track, compile, analyze and forecast statistical and financial information.
- Analyze information, reach valid conclusions, and make sound recommendations.
- Model financial information and forecast data to arrive at conclusions.
- Communicating effectively with others.

Ability to:

- Communicate technical information effectively orally and in writing to a diverse audience.
- Strong organizational skills
- Maintain an impartial, non-partisan perspective in a political environment
- Pay attention to detail
- Analysis and reporting of accounting information

MINIMUM JOB REQUIREMENTS

Bachelor's degree **OR**

Education and experience sufficient to perform the duties of the position.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.