



## BUDGET ANALYST

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA advances impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals. We are seeking an experienced **Budget Analyst** to lead and support agency-wide budget planning, analysis, and execution. This role plays a vital part in ensuring the effective and efficient use of agency resources, providing financial insights, and maintaining compliance with state budget policies.

### Position Responsibilities:

- Review and analyze MEA's operating budgets across divisions and recommend cost-effective resource allocations.
- Collect and evaluate financial and operational data to support strategic budget decisions.
- Provide technical assistance on budget policies and procedures to internal stakeholders.
- Prepare reports, forecasts, and data analysis to support MEA leadership and fiscal planning efforts.
- Evaluate requests for staffing, temporary help, and fund transfers for budgetary compliance and necessity.
- Analyze the fiscal and operational impacts of proposed legislation.
- Assist in the preparation for budget hearings with the Department of Budget and Management (DBM), the Governor's Office, and the General Assembly.
- Support MEA's budgeting and financial goals through related duties as assigned.

### Preferred Qualifications:

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or a related field.
- **Experience:** Five years of experience as a Budget Analyst or in a related financial role
- Proficiency in Microsoft Excel; familiarity with the Budget Analysis and Reporting System (BARS), Maryland Financial Management Information System (FMIS), and state fiscal policies is preferred.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to analyze and recommend resource allocations based on operational needs.
- Strong communication skills to coordinate with other divisions and agencies.
- Attention to detail and ability to solve complex budgetary problems.



# Maryland Energy Administration

Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Paul G. Pinsky, Director

## Minimum Qualifications:

- **Education:** Associate's degree from an accredited college or university in Business Administration, Management, Accounting, or a related field
- **Experience:** Three years of experience in budget or financial analysis
- Graduation from an accredited High school or possession of a high school equivalency certificate and 5 years of experience can substitute for minimum education requirement
- U.S Armed forces military service experience related to budget or financial analysis can substitute year for year for minimum experience
- Proficiency in Excel and familiarity with accounting software and regulations
- Strong analytical, organizational, and communication skills

## Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position requires the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

This position follows a hybrid work schedule, with mandatory in-office attendance at the Maryland Energy Administration (MEA) office in Baltimore, MD, every Tuesday and Wednesday.

## To Apply:

Send a cover letter, resume, and salary requirements by email with "Budget Analyst" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

## Salary:

This is a State PIN employee position. PIN employees are eligible for state employment benefits including health benefits and leave. Additional information about these benefits is available upon request. Salary commensurate with experience and is in the range of \$94,701-\$98,405 annually.