

## Employment Opportunity

### Independent Fiscal Office Analyst

The Independent Fiscal Office (IFO) is accepting applications to fill an analyst position. The IFO is a non-partisan, independent agency created to provide objective and timely analysis to the General Assembly and Commonwealth citizens regarding a wide range of fiscal, economic and budgetary issues. (See [71 Pa.C.S., Ch. 41](#) to read the statute creating the office.)

The position entails full-time, professional work in fiscal analysis. An IFO analyst: 1) compiles, organizes, analyzes and forecasts data relating to state revenues, expenditures and the economy; 2) applies economic and statistical principles, practices and techniques to design and complete research on fiscal and economic issues; 3) prepares regular reports on the economy and state revenues; and 4) drafts text and prepares data tables and graphs for presentations and published analyses.

Applicants will be assessed based on the following skills or characteristics:

- Possession of a bachelor's degree or higher with a course of study in economics, finance, mathematics, business or a related field that requires quantitative analysis. Relevant work experience may substitute for a degree in one of the specified fields. Academic achievement will receive significant consideration for applicants who do not have relevant work experience.
- Ability to perform quantitative analysis, including data management, statistics, drilling down and finding relationships among data. Knowledge of econometrics is a plus.
- Ability to clearly and succinctly convey economic and financial ideas orally and in writing at a level of detail and complexity that is appropriate for the intended audience.
- Motivation to improve analytical methods and seek out relevant sources of data.
- Ability to meet deadlines and manage time productively.
- Proficiency with Microsoft Excel required. Ability to use other Microsoft Office applications (e.g., Word and PowerPoint) and statistical software (e.g., SAS) is a plus.

The IFO is located in Harrisburg, approximately one block from the Capitol Complex. Compensation is based on education, skills and experience. A comprehensive benefits package is included.

Interested applicants should submit a brief cover letter and resume by email to Charlene Raves ([craves@ifo.state.pa.us](mailto:craves@ifo.state.pa.us)). Please type the word 'Application' in the subject line. The IFO will contact qualified candidates regarding a personal interview to take place in either Harrisburg or via telephone.