

Pennsylvania Independent Fiscal Office: Fiscal Analyst

Office Mission Statement

The Independent Fiscal Office (IFO) provides revenue projections along with objective analysis of fiscal, economic and budgetary issues to assist Commonwealth residents and the General Assembly in their evaluation of policy decisions. In that capacity, the IFO does not support or oppose any policy it analyzes, does not make policy recommendations and will disclose the methodologies, data sources and assumptions used in published reports and estimates. Per the statute that created the office, all staff "shall be appointed without regard to political affiliation and solely on the basis of their fitness to perform their duties."

Position Summary

A Fiscal Analyst I is responsible for the analysis, monitoring and tracking of assigned revenue and budget area(s). Analysts will (1) provide support (if assigned) for special reports and projects undertaken by the office, (2) general support for all major and regular reports issued by the office and (3) take part in the rotation of duties for regular daily and monthly reports published/transmitted by the office.

Applicants should have the following skills and characteristics:

- Possession of a bachelor's degree or higher with a major course of study in economics, finance, mathematics, statistics or related field that requires extensive quantitative analysis. Relevant work experience may substitute for a degree in one of the specified fields. Applicants should have an overall GPA of 3.2 or better on a 4.0 scale.
- Ability to perform quantitative analysis and manipulate datasets. Knowledge of econometrics is a plus.
- Ability to clearly and succinctly convey economic, statistical and financial concepts verbally and in writing in a manner that is appropriate for the intended audience.
- Motivation to improve analytical methods and seek out new and unique data sources.
- Ability to meet deadlines and manage time efficiently.
- Proficiency with Microsoft Excel. The ability to use statistical software (e.g., SAS or Stata) is a plus.

Work Location: Rachel Carson State Office Building, 400 Market Street, Harrisburg, Pennsylvania

Work Hours: Full-time salaried, Monday through Friday, two/three days remote

Salary Range: \$55K-\$65K based on the candidate's qualifications, experience, skills and education as related to position requirements

Benefits:

- Comprehensive benefits package includes health, vision, dental and life insurance
- Retirement plan
- Leave benefits include paid vacation, sick days and state holidays
- Parking provided

Please submit a cover letter and resume to Robyn Toth (rtoth@ifo.state.pa.us) with the subject line of: "Fiscal Analyst Application."