



STATE OF VERMONT
JOINT FISCAL OFFICE

LEGISLATIVE FINANCE MANAGER

The Joint Fiscal Office seeks to hire a Legislative Finance Manager. This position provides general financial management and oversight for the legislative branch. Financial management of the legislative branch includes developing the budgets for the legislative staff offices in collaboration with legislative and staff leadership, as well as coordinating financial operations across the branch. Additionally, this position works with other fiscal staff assisting legislators on a variety of fiscal and policy issues.

The Joint Fiscal Office (JFO) is a nonpartisan office that provides fact-based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature.

Education and Experience:

Required:

- Master's degree in economics, business, planning, public administration, or other relevant discipline, or equivalent and relevant work experience
- Minimum of 4 years in a professional working environment.

Required Skills:

- Ability to work independently or as part of a team.
- Excellent written and oral communication demonstrating clarity and precision.
- Proficient in Excel and data analysis.
- Ability to research state and national financial information to develop fiscal notes and publications on legislation.
- This job requires extensive interaction and collaboration with other legislative departments and with the Department of Finance and Management. Additional interaction with legislative committees to provide budget and fiscal operations testimony may be required.
- Ability to manage the legislative budget development process through to completion.
- Experience with budgetary oversight and working knowledge of financial management practices.
- Possess a general working knowledge of the legislative process.
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups and the general public while maintaining a high level of social awareness for professional engagement.
- Ability to maintain composure while meeting tight deadlines.
- Ability to make difficult decisions under periods of extreme stress and routinely handle highly sensitive and/or confidential information.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.

- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment.
- Ability to maintain confidentiality and manage politically sensitive work.

Minimum starting salary of \$77,675, with adjustments based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by August 15, 2023. Please put your name and “Legislative Finance Manager application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.