



## West Virginia Budget Analyst 3

<b>SALARY</b>	\$3,804.75 - \$6,670.42 Monthly \$45,657.00 - \$80,045.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2600003
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	08/11/2025
<b>CLOSING DATE</b>	8/20/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

---

### Nature of Work

BMS2600003

This Budget Analyst 3 is responsible for developing and managing the assigned operational component(s) of the Bureau's Medical Services (Medicaid) and administrative budgets, totaling \$4 billion and \$128 million. Preparation and/or coordination of highly complex revenue, expense, and reconciling reports for the following, but not limited to bureau, department, state government (legislature), and federal government. Oversee employees in the preparation of financial reports. Ensures compliance with all federal, state and department regulatory and policy requirements. Preparation of expenditure research and analysis activities with policy and rate setting staff to accurately forecast recommended budget and program changes. Preparation and/or overview of periodic and special reports for monitoring the Bureau's budgets and expenditures. Preparation of annual, interim and special legislative budget and expenditure reports. Develop and prepare reports reflecting the operational status of the Bureau. Monitoring of quarterly allotments and preparation of budget adjustments as needed. Preparation and/or overview of federal, state and department reporting including the waiver programs, programs expenditures and budget estimates. Preparation of fiscal responses to inquiries including surveys, freedom of information act requests, state plan amendments and legislative performance reviews. Preparation of comprehensive annual financial report (CAFR) and single audit reporting for the Bureau. Represents the director at various functions and meetings. Other related duties as assigned.

Position Number: 0511P03717

Job Location: Kanawha County

### Minimum Qualifications

**Training:** Bachelor's degree from an accredited college or university with a major in business administration, public administration, accounting, statistics, economics, finance, public policy analysis or related area.

**OR**

**Substitution:** Additional experience as described below may substitute for the required training at the rate of one year experience for every 30 semester hours of required training.

**AND**

**Experience:** Four years of full-time or equivalent part-time paid experience in budget preparation, financial allocation or financial analysis.

## **Other Information**

### **Substitution:**

**For the Department of Human Services' Bureau for Medical Services only, four years of full-time or equivalent part-time paid experience in non-governmental budget preparation, monitoring and/or review may substitute for the required experience.**

PG: 17 \$45,657 - \$80,045

Market Rate: \$71,144

Email applications to:

[Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)

Mail applications to: Bunny L Harper at 350 Capitol St, Room 251, Charleston, WV 25301

Please include posting number **BMS2600003** on the application.

Please note: Applications of covered state employees mailed to the West Virginia Department of Personnel (DOP) or completed via DOP's on-line method are not forwarded to the Bureau for Medical Services.

### **Employer**

West Virginia

### **Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

### **Phone**

(304) 558-3950

### **Website**

<https://personnel.wv.gov/Pages/default.aspx>