

Tax Analyst Role

Overview

The Senate Budget & Evaluation Office (SBEO) staffs Analysts to support focus on revenue and budget-related research, evaluation, and analysis as well as the development of the budget for the State of Georgia. The Tax Analyst will report to the Director of SBEO as well as maintain reporting relationships with the Senate Chairs of the Appropriations and Finance Committees. All job functions are located at the State Capitol in Atlanta, Georgia; the position requires limited in-state travel. The incumbent should expect periodic extended work hours during legislative session or any special session.

The Senate Budget and Evaluation Office was created during the 2003 Session and legislation formally creating the office was passed in 2008. The purpose of the office is to give the Senate the independent capacity to develop the annual budget for the State of Georgia and to evaluate the programs comprising the state budget. The mission of SBEO is to support an informed, policy-driven budget process. The Office is committed to producing an accurate and transparent budget document and to the development of accurate, objective, timely, non-partisan, and thorough budget and policy analysis for the Georgia State Senate.

Additional information about the SBEO can be found at <https://www.legis.ga.gov/senate/budget-and-evaluation-office>

Tax Analyst Primary Responsibilities

- Inform and support senator debate and budgetary/financial decision making with accurate, timely, nonpartisan, and nonideological information as it relates to taxation
- Produce accurate and timely analysis
- Monitor and communicate internal and external developments to Senate leadership, the Finance and Appropriations Chairs and/or the Director
- Monitor and predict issues that confront the Senate and direct office operations and priorities accordingly

Job Responsibilities

Economic and Demographic Analysis Development (primarily fall and session)

- Conduct analyses as requested by member(s) or Director that summarizes and details impacts on future values of tax collections. Additional analysis that predicts future values for things like tax collections, school enrollment, Medicaid rolls, transportation needs, debt affordability, liability limits, and other fiscal issues may also be relevant. Also work with partners to produce dashboards of indicators of economic health like wages, employment, housing, births, deaths, and migration, among others.
- Provide revenue trend analysis, which places current revenue estimates in the context of historical collections and the business cycle. Make recommendations to ascertain the sustainability of current or projected collections and to determine appropriate saving or spending commitments.
- Conduct long term budget analysis in a report that looks at a five-year window for revenues and expenditures accounting for known policy changes for programs appropriated from major funds and tax types.

- Provide budget stress testing analysis to create simulations which provide insight into the impact an economic downturn might have on state revenue and expenditures.
- Produce Revenue Volatility Report that measures the experienced variability of state tax and fee collections. Determine the magnitude of that variability to determine appropriate reserve ratios as recommended to Senate leadership.

External Communications and Policy Development

- Maintain general knowledge and insight into all taxation at the state and local level
- Communicate policy and budgetary information and analysis to Senate Leadership and the Senate Finance and Appropriations Committees as directed by the Director
- Provide backup support to the Director and designated staff in the areas of:
 - Revenue Collections and Projections
 - Projections and analysis of future budgetary conditions
 - Tax Analysis
 - Statewide appropriations trends and analysis
 - Other analysis as needed
- Attend meetings with Senate leadership, the Finance and the Appropriations Chairs as deemed appropriate by the Director

Knowledge, Skills and Requirements

- Bachelors in Economics
- 1-3 years of demonstrable experience in academic or applied settings in conducting economic forecasting, financial modeling and other related computations
- Effective communication of economic concepts across audiences of differing expertise
- Working knowledge and demonstrable experience in effective use of advanced statistical software
- Availability to work evenings or weekends; this condition generally confined to the Georgia General Assembly's Legislative Session

Preferred Qualifications:

- Masters in Economics
- Some exposure to Georgia and/or local tax code(s)

Application Process

In a single PDF file, please compile and send the following information to Brent Churchwell, Deputy Director at brent.churchwell@senate.ga.gov.

- Cover letter explaining why your experience and education makes you a competitive candidate for this position
- Resume

Rest assured, we retain all transmitted information for up to one year, and due to volume of interest when vacancies are published on our website, we may not be able to acknowledge receipt of the application – therefore, please do not request a follow-up. If selected for an interview, transcripts and resumes will be requested of the applicant.