

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Budget and Accounting Analyst
Finance Services Office
Office of Operations and Support Services (OOSS)

Salary: \$75,000 - \$105,000 based on experience and qualifications.

Application Deadline: August 03, 2026

Team Member Benefits: [Click Here to Learn More](#)

Principal Duties:

- Assist with the preparation, analysis, and monitoring of the Department's and Maryland General Assembly's annual operating budget and related financial plans.
- Prepare periodic budget forecasts and expenditure projections at key points throughout the fiscal year and conduct multi-year cost projections to identify potential budgetary variances, spending trends, and emerging financial risks to support management decision-making.
- Review expenditures and related source documentation to ensure costs are recorded accurately and timely, allocated to the appropriate program, fund center, and funding source, and accounted for in accordance with applicable funding requirements, contractual arrangements, and organizational policies.
- Prepare financial reports, dashboards, and analytical summaries for Department management, MGA officials, and other stakeholders.
- Supporting the implementation, testing, validation, and ongoing optimization of Workday financial and budget-related business processes.
- Reviewing financial data for accuracy, completeness, and consistency across multiple systems and reporting platforms.
- Assisting in the development, documentation, and refinement of financial policies, procedures, and internal controls.
- Cross-training with other fiscal operations, specifically accounting, functions to promote operational resiliency and continuity of service.
- Preparing clear, concise, and objective written reports summarizing analytical work performed, key findings, conclusions, and recommendations, as appropriate.

Qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field from an accredited college or university. Two (2) years of progressive experience in accounting, budgeting, financial analysis, or a related field desired.
- Relevant professional experience may be considered in lieu of the required educational qualifications.
- Experience with financial reporting systems, enterprise resource planning systems, budgeting processes, or data analytics tools is desirable.
- Availability to work extended hours to complete legislative deadlines throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

To Apply: Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 08-26. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

Website: <http://mgaleg.maryland.gov>

June 25, 2026

The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy.