

COMMONWEALTH OF VIRGINIA SENATE FINANCE & APPROPRIATIONS COMMITTEE

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POSITION ANNOUNCEMENT | ASSISTANT LEGISLATIVE FISCAL ANALYST (POLICY & BUDGET ANALYSIS)

The Virginia Senate Finance & Appropriations Committee seeks a highly motivated professional to join its respected, nonpartisan staff as an Assistant Legislative Fiscal Analyst. This position offers a distinctive opportunity to contribute objective fiscal and policy analysis directly supporting Senate deliberations on the Commonwealth's budget, legislation, and other consequential statewide issues.

JOB INFORMATION

Open Date: September 16, 2026

Close Date: October 16, 2026

Work Schedule: Full-time, Monday through Friday

Job Type: Full-Time | Permanent | At-Will

Reports To: Director, Senate Finance & Appropriations Committee

On-Site Location: General Assembly Building, 201 North 9th Street, 13th Floor, Richmond, Virginia 23219

Applicant screening will begin immediately.

ABOUT THE COMMITTEE

The Senate Finance & Appropriations Committee is supported by a highly respected team of 10 *nonpartisan* fiscal and policy professionals. Their work informs Senate deliberations on the Commonwealth's biennial budget, stewardship of public resources, and fiscal priorities across state government.

POSITION DESCRIPTION

The Assistant Legislative Fiscal Analyst researches and analyzes legislation, state agency operations, and public policy initiatives. In this capacity, the analyst manages assigned policy and agency portfolios, examines complex financial and operational information, and translates findings into clear, objective analyses, and recommendations for legislative and public audiences.

Working alongside experienced fiscal professionals, the successful candidate will build expertise in legislative budgeting, fiscal forecasting, state government operations, and public policy. The position offers a distinctive opportunity to contribute to consequential decisions impacting citizens throughout the Commonwealth while developing a career in nonpartisan legislative service.

PRIMARY RESPONSIBILITIES

- Analyze legislation and estimate fiscal and operational impacts.
- Research assigned policy areas, state agency operations, and budget proposals.
- Support Senate Finance & Appropriations Subcommittees in evaluating legislation and developing budget recommendations.
- Monitor assigned agencies and evaluate budget requests, strategic initiatives, and operational performance.
- Develop fiscal forecasts and recommendations using financial, economic, demographic, and statistical data.
- Prepare data visualizations, reports, issue briefs, and presentations that translate complex findings for legislative audiences.
- Contribute to special studies and related Committee assignments.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public policy, public administration, economics, finance, accounting, business administration, political science, statistics, mathematics, data analytics, or a related analytical field. An equivalent combination of relevant education and experience will be considered.
- At least two years of progressively responsible professional experience in budget, financial, or policy analysis; government administration; legislative research; program evaluation; economics; public finance; strategic planning; or data analytics.
- Advanced proficiency with Microsoft Excel, including data analysis and visualization.
- Demonstrated ability to research, analyze, and synthesize complex fiscal, legislative, policy, and statistical information and communicate findings clearly to technical and nontechnical audiences.
- Ability to manage multiple priorities and consistently produce accurate, high-quality work under short deadlines.

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field.
- Government budgeting, finance, or public policy analysis.
- Fiscal forecasting, financial modeling, or economic analysis.
- Higher education finance, budgeting, policy, or administration.

CORE COMPETENCIES

- **Analytical Judgment:** Uses data, research, and sound reasoning to develop objective conclusions and recommendations.
- **Communication:** Presents complex information clearly, concisely, and appropriately for the audience.
- **Attention to Detail:** Produces accurate, thorough, and reliable work.
- **Learning Agility and Adaptability:** Quickly learns complex subject matter and responds effectively to changing priorities.
- **Collaboration:** Contributes effectively within a small, high-performing professional team.
- **Professional Integrity and Nonpartisanship:** Exercises sound judgment, discretion, and confidentiality while maintaining strict political neutrality in analyses, recommendations, work products, and professional conduct.

SALARY & BENEFITS

Hiring Range: \$70,000 to \$80,000, commensurate with relevant education and experience.

Eligible employees receive a comprehensive benefits package including health insurance, paid leave, Virginia Retirement System participation, group life insurance, professional development opportunities, employee assistance services, and other eligible Commonwealth benefits.

WORKING CONDITIONS

This position requires an on-site presence in Richmond, Virginia, and professional business attire. Legislative sessions and other peak workload periods may require extended hours and work under short, immovable deadlines. Limited telework may be approved outside scheduled legislative sessions.

TO APPLY

Submit a Letter of Interest, Résumé, and College Transcript as *one combined PDF* document to sfacjobs@sfac.virginia.gov by 11:59 p.m. on Friday, October 16, 2026. Applicant screening will begin immediately.

Selected applicants may be asked to provide three professional references and complete a writing exercise and Microsoft Excel assessment during the selection process.

EQUAL OPPORTUNITY EMPLOYER

The Virginia Senate Finance & Appropriations Committee is an Equal Opportunity Employer. The Commonwealth of Virginia prohibits discrimination based on race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in recruiting, selecting, and hiring its workforce. Persons requiring reasonable accommodation in the application process or information in an alternative format may contact SFAC Office Manager Melissa Mayes at mmayes@sfac.virginia.gov.