



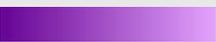
TORQ Analysis of Budget Analysts to Financial Analysts

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Budget Analysts	13-2031.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Financial Analysts	13-2051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS					
Grand TORQ:					91
Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	98	Level	91	Level	84

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Flexibility of Closure	48	13	50	Active Listening	85	9	92	Sales and Marketing	22	17	79
Written Expression	59	6	75	Judgment and Decision Making	72	7	85	Foreign Language	13	10	70
Mathematical Reasoning	53	5	59	Persuasion	58	4	70	Physics	2	2	74
Number Facility	55	4	62	Time Management	70	2	87				
Written Comprehension	62	2	78								
Selective Attention	42	3	50								
Deductive Reasoning	62	2	72								
Problem Sensitivity	55	2	62								
Oral Expression	60	1	75								
Information Ordering	51	1	53								

LEVEL and IMPT (IMPORTANCE) refer to the Target Financial Analysts. GAP refers to level difference between Budget Analysts and Financial Analysts.

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Budget Analysts	Financial Analysts	Importance
Written Comprehension	60 	62 	78
Oral Comprehension	59 	59 	75

Oral Expression	59	60	75
Written Expression	53	59	75
Deductive Reasoning	60	62	72
Inductive Reasoning	55	51	68
Near Vision	64	59	65
Speech Clarity	48	46	65
Problem Sensitivity	53	55	62
Number Facility	51	55	62
Speech Recognition	53	46	62
Mathematical Reasoning	48	53	59
Fluency of Ideas	46	46	53
Information Ordering	50	51	53
Category Flexibility	51	48	53
Flexibility of Closure	35	48	50
Selective Attention	39	42	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Budget Analysts	Financial Analysts	Importance
Active Listening	76	85	92
Time Management	68	70	87
Judgment and Decision Making	65	72	85
Persuasion	54	58	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Budget Analysts	Financial Analysts	Importance
Sales and Marketing	5	22	79
Physics	0	2	74
Foreign Language	3	13	70

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison		
Description	Budget Analysts		Financial Analysts	Description	Budget Analysts	Financial Analysts
10+ years	0%		16%	Doctoral	0%	0%
8-10 years	0%		1%	Professional Degree	0%	0%
6-8 years	1%		15%	Post-Masters Cert	0%	0%
4-6 years	2%		13%	Master's Degree	6%	15%
2-4 years	32%		38%	Post-Bachelor Cert	0%	0%
1-2 years	44%		1%	Bachelors	90%	84%
6-12 months	16%		1%	AA or Equiv	1%	0%



months	Budget Analysts	Financial Analysts
3-6 months	0%	0%
1-3 months	0%	0%
0-1 month	0%	0%
None	1%	11%

Budget Analysts	Financial Analysts
Most Common Educational/Training Requirement:	
Bachelor's degree	Bachelor's degree
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	4 - Job Zone Four: Considerable Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
Most of these occupations require a four - year bachelor's degree, but some do not.	Most of these occupations require a four - year bachelor's degree, but some do not.
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Tasks

Budget Analysts	Financial Analysts
Core Tasks	Core Tasks
Generalized Work Activities: <ul style="list-style-type: none"> Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. 	Generalized Work Activities: <ul style="list-style-type: none"> Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Specific Tasks	Specific Tasks
Occupation Specific Tasks: <ul style="list-style-type: none"> Analyze monthly department budgeting and accounting reports to maintain expenditure controls. Compile and analyze accounting records and other data to determine the financial resources required to implement a program. Consult with managers to ensure that budget adjustments are made in accordance with program changes. 	Occupation Specific Tasks: <ul style="list-style-type: none"> Analyze financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions. Assemble spreadsheets and draw charts and graphs used to illustrate technical reports, using computer. Collaborate with investment bankers to attract new corporate clients to securities



- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.
- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and fund-granting authorities, clarifying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters
- make revenue forecasts
- monitor operational budget
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

- Accounting software

firms.

- Contact brokers and purchase investments for companies, according to company policy.
- Determine the prices at which securities should be syndicated and offered to the public.
- Evaluate and compare the relative quality of various securities in a given industry.
- Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.
- Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory.
- Monitor fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.
- Prepare plans of action for investment based on financial analyses.
- Present oral and written reports on general economic trends, individual corporations, and entire industries.
- Recommend investments and investment timing to companies, investment firm staff, or the investing public.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze financial data
- analyze financial information to project future revenues or expense
- analyze market conditions
- analyze scientific research data or investigative findings
- analyze social or economic data
- compile data for financial reports
- compute financial data
- conduct financial investigations
- create mathematical or statistical diagrams or charts
- evaluate degree of financial risk
- follow tax laws or regulations
- gather relevant financial data
- identify financial risks to company
- interpret charts or tables for social or economic research
- make presentations on financial matters
- perform general financial analysis
- prepare financial reports
- use computers to enter, access and retrieve financial data



- Deltek Costpoint

- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access

- On line analytical processing OLAP software

- Relational database software

- Structured query language SQL

Data mining software

- Extract, transform, load ETL software

Development environment software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning

- Budgeting, forecasting, and planning software

- Business performance management BPM software

- Cognos 8 Business Intelligence

- Cognos 8 Planning

- Enterprise resource planning ERP software

- Everest Software Advanced

- Extensity MPC

- FRx Software Microsoft Forecaster

- Lilly Software Associates VISUAL Enterprise

- Microsoft Dynamics GP

- NetSuite NetERP

- Open Systems TRAVERSE software

- Oracle PeopleSoft Enterprise software

- OutlookSoft

- Revelwood Business Performance Management software

- Sage Software Accpac ERP

- use knowledge of economic trends
- use spreadsheet software
- use statistical cost estimation methods

Technology - Examples

Analytical or scientific software

- Analyse-it Software

- Decisioneering Crystal Ball

- Genetic algorithm software

- Keypoint DataDesk

- Mathematical software

- Palisade Evolver

- Palisade StatTools

- Pattern recognition software

- SAS JMP

- The Mathworks MATLAB

- Ward Systems Group GeneHunter

- Ward Systems Group NeuralShell Predictor

- Wolfram Research Mathematica

Charting software

- Data visualization software

- Montgomery Investment Technology Utility XL

- TickQuest NeoTicker

Data base management system software

- Oracle software

Data base user interface and query software

- IBM Lotus Approach

- Microsoft Access

Enterprise resource planning ERP software

- SSA Global Infinium Financial Management

Expert system software

- Ivorix Neurostrategy Finance

- Matheny Pattern Forecaster Plus

- Neural network modeling software

- NeuroSolutions for MatLab

Financial analysis software

- Advanced Portfolio Technologies Report Builder



• Sage Software Acopia ERP

• Sage Software Active Planner

• Sage Software MAS 200 ERP

• Sage Software MAS 90 ERP

• SAP Business One

Financial analysis software

• Budget monitoring systems

• Financial reporting software

• Microsoft FRx

• Oracle Corporate Performance Management CPM software

• Satori Group proCube software

Graphics or photo imaging software

• Graphics software

Human resources software

• Human resources management system software

• Ultimate Software UltiPro Workforce Management

Object or component oriented development software

• Microsoft Visual Basic.NET

Presentation software

• Microsoft PowerPoint

• Presentation software

Spreadsheet software

• Microsoft Excel

• Spreadsheet software

Time accounting software

• Payroll software

• Time and attendance software

• Valiant Vantage

Word processing software

• Microsoft Word

• Word processing software

Tools - Examples

• Desktop computers

• Laser printers

• Notebook computers

• Advanced Portfolio Technologies Simulator

• AnalyzerXL software

• Annuities analysis software

• Aspen Graphics software

• BizBench Benchmarking Software

• BizPricer Business Valuation Software

• Business Forecast Systems Forecast Pro

• DealMaven Comparable Company Valuation Analysis

• DealMaven M&A Accretion/Dilution One-Pager

• DealMaven Modeling ToolPack for Excel

• Derivatives Imagine Trading System

• Derivicom FinOptions XL

• Economic forecasting software

• Experian Credinomix

• Express Business Valuations

• Financial modeling software

• FinEng Solutions PerfoRM

• FinEng Solutions Quantis

• Fractal pattern analysis software

• Genetic algorithm optimization software

• Harland Financial Solutions DecisionPro

• I-flex Solutions Reveleus Investment Performance Measurement

• Innova Financial Solutions Derivatives Expert

• Leading Market Technologies EXPO

• Longview Consolidation

• Longview Solutions Khalix

• Market forecast software

• MergerStat Control Premiums

• MergerStat Price to Earnings Ratios

• Mid-Market Comps software

• MoneySoft Corporate Valuation

• Monte carlo simulation software



- Personal computers

- Monte Carlo simulation software
- Montgomery Investment Technology Bonds XL
- Montgomery Investment Technology Exotics XL
- Montgomery Investment Technology FinTools
- Montgomery Investment Technology Options XL
- Montgomery Investment Technology QuoteTools
- Montgomery Investment Technology Risk XL
- Montgomery Investment Technology SigTools
- Moss Adams Profit Mentor
- Mutual fund analysis software
- NeuroSolutions Trading Solutions
- OptionVue Options Analysis
- Palisade Bond @nalyst
- Peer-to-Peer Financial Analysis
- Pi Blue OptWorks Excel
- Portfolio management software
- Pricing software
- Quantifying marketability discount QMD modeling software
- RiskMetrics Group WealthBench
- Securities analysis software
- Spreadware Business Financial Analysis
- Spreadware Business Valuator
- Spreadware Pro Forma
- Steele Mutual Fund and Variable Annuity Expert
- SunGard BancWare
- SunGard KiodeX Risk Workbench
- TechHackers Convertible Bond @nalyst
- TechHackers Credit @nalyst
- TechHackers Exotic @nalyst
- TechHackers Financial @nalyst
- TechHackers IRO @nalyst
- TechHackers MBS @nalyst



- TechHackers Swap @nalyst
- Tetrahex Fractal Finance
- Tips Standard Securities Calculation Bond Analytics Module
- Tips Standard Securities Calculation Mortgage-Backed Analytics Module
- Trendsetter Software ProAnalyst
- Unlimited Learning Resources Valusource Pro
- ValuSource BIZCOMPS
- Whitebirch Software Projected Financials
- Wolfram Research Derivatives
- Wolfram Research Mathematica Finance Essentials
- Wolfram Research Mathematica UnRisk Pricing Engine

Information retrieval or search software

- dailyVest Investment Personalization Platform
- TradeTools Financial Market Databases
- TradeTools Monthly U.S. Economic Database
- Ward Systems Group NeuroShell Trader

Presentation software

- DealMaven PresLink for PowerPoint and Word
- Microsoft PowerPoint

Spreadsheet software

- Apple AppleWorks
- Corel QuattroPro
- IBM Lotus 1-2-3
- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Report generation software

Tools - Examples

- 10-key calculators
- Desktop computers
- Notebook computers



- Personal computers
- Personal digital assistants PDA
- Tablet computers

Labor Market Comparison

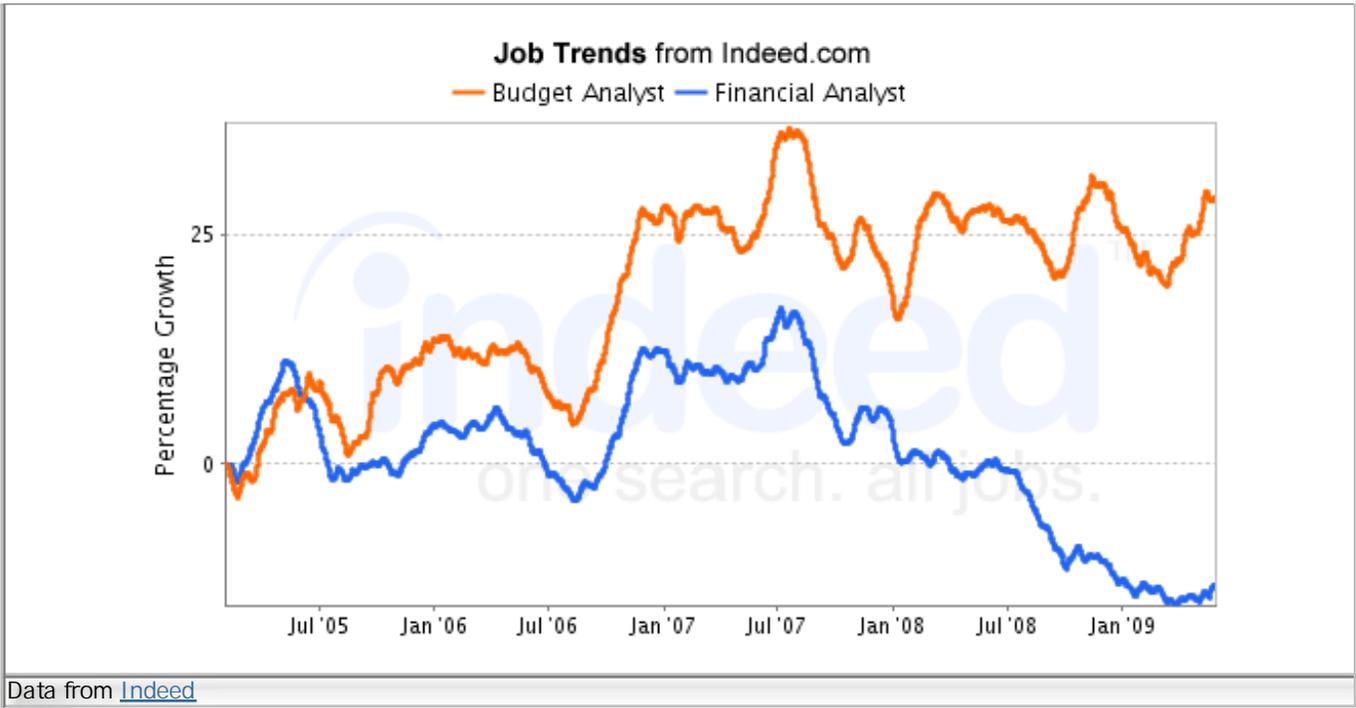
Maine Department of Labor.

Description	Budget Analysts	Financial Analysts	Difference
Median Wage	\$ 57,290	\$ 71,380	\$ 14,090
10th Percentile Wage	\$ 39,480	\$ 42,650	\$ 3,170
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 67,800	\$ 86,220	\$ 18,420
90th Percentile Wage	\$ 78,930	\$107,560	\$ 28,630
Mean Wage	\$ 57,690	\$ 73,130	\$ 15,440
Total Employment - 2057	170	210	40
Employment Base - 2006	163	243	80
Projected Employment - 2066	168	268	100
Projected Job Growth - 2006-2066	3.1 %	10.3 %	7.2 %
Projected Annual Openings - 2006-2066	5	4	-1
Special			

Special Occupations:

National Job Posting Trends

Trend for Budget Analysts and Financial Analysts



Programs			
Related Programs			
Accounting and Business/Management			
Accounting and Business/Management. An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.			
No information on schools for the program			
Accounting and Finance			
Accounting and Finance. An integrated or combined program in accounting and finance that prepares individuals to function as accountants and financial managers or analysts.			
Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
Finance, General			
Finance, General. A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting; financial instruments; capital planning; funds acquisition; asset and debt management; budgeting; financial analysis; and investments and portfolio management.			
Institution	Address	City	URL
Husson College	One College Circle	Bangor	www.husson.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu



Financial Planning

Financial Planning and Services. A program that prepares individuals to plan and manage the financial interests and growth of individuals and institutions. Includes instruction in portfolio management, investment management, estate planning, insurance, tax planning, strategic investing and planning, financial consulting services, and client relations.

Institution	Address	City	URL
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/

International Finance

International Finance. A program that prepares individuals to manage international financial operations and related currency transactions. Includes instruction in international banking, international monetary and financial policy, money and capital markets, foreign exchange, risk analysis, and international cash flow operations.

No information on schools for the program

Investments and Securities

Investments and Securities. A program that prepares individuals to manage assets placed in capital markets, and related technical operations. Includes instruction in security analysis, debt and equity analysis, investment strategies, securities markets, computer-assisted research, portfolio management, portfolio performance analysis, and applications to specific investment problems and business situations.

No information on schools for the program

Maine Statewide Promotion Opportunities for Budget Analysts

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-2031.00	Budget Analysts	100	4	170	\$57,290.00	\$0.00	3%	5	
13-2051.00	Financial Analysts	91	4	210	\$71,380.00	\$14,090.00	10%	4	
11-3031.01	Treasurers and Controllers	90	5	2,440	\$67,670.00	\$10,380.00	7%	58	
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$36,810.00	10%	13	
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$10,380.00	7%	58	
11-3041.00	Compensation and Benefits Managers	86	3	200	\$68,560.00	\$11,270.00	2%	5	
25-1063.00	Economics Teachers, Postsecondary	85	5	80	\$73,830.00	\$16,540.00	11%	2	
11-2031.00	Public Relations Managers	84	4	290	\$71,020.00	\$13,730.00	9%	10	

13-1081.00	Logisticians	83	4	190	\$59,120.00	\$1,830.00	4%	4	
11-2022.00	Sales Managers	82	4	1,310	\$72,720.00	\$15,430.00	3%	32	
11-3021.00	Computer and Information Systems Managers	82	5	870	\$83,130.00	\$25,840.00	8%	21	
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$22,830.00	6%	73	
11-9033.00	Education Administrators, Postsecondary	81	5	600	\$58,090.00	\$800.00	7%	21	
11-3042.00	Training and Development Managers	80	4	140	\$66,670.00	\$9,380.00	7%	4	
15-1061.00	Database Administrators	80	4	300	\$60,260.00	\$2,970.00	20%	11	

Special Occupations:

Top Industries for Financial Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Other financial investment activities	523900	12.23%	26,970	43,500	61.29%
Management of companies and enterprises	551100	10.11%	22,307	28,287	26.81%
Securities and commodity contracts, brokerages, and exchanges	5231-2	9.55%	21,064	37,617	78.59%
Self-employed workers, primary job	000601	7.82%	17,254	22,058	27.84%
Depository credit intermediation	522100	7.68%	16,950	19,010	12.15%
Accounting, tax preparation, bookkeeping, and payroll services	541200	3.87%	8,546	11,149	30.46%
Management, scientific, and technical consulting services	541600	3.32%	7,315	14,366	96.38%
Computer systems design and related services	541500	2.05%	4,532	6,731	48.52%
Direct insurance (except life, health, and medical) carriers	524120	1.99%	4,386	5,043	14.98%
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	1.77%	3,914	4,225	7.93%
General medical and surgical hospitals, public and private	622100	1.53%	3,376	4,112	21.78%
Colleges, universities, and professional schools, public and private	611300	1.44%	3,184	3,918	23.06%
Computer and peripheral equipment manufacturing	334100	1.29%	2,837	2,043	-28.00%
State government, excluding education and hospitals	929200	1.25%	2,755	2,974	7.94%



Other investment pools and funds	525900	1.20%	2,638	4,074	54.45%
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Top Industries for Budget Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%
Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%

TORQ Analysis of Budget Analysts to Financial Examiners

ANALYSIS INPUT					
Transfer	Title	O* NET	Filters		
From Title:	Budget Analysts	13-2031.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Financial Examiners	13-2061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS					
Grand TORQ:			91		
Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 96	Level	 89	Level	 86

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Problem Sensitivity	64	11	81	Writing	67	4	82	Law and Government	61	17	74
Flexibility of Closure	48	13	56	Monitoring	76	4	78				
Deductive Reasoning	67	7	81	Reading Comprehension	73	3	89				
Number Facility	60	9	62								
Inductive Reasoning	62	7	78								
Fluency of Ideas	55	9	59								
Oral Expression	66	7	75								
Information Ordering	57	7	75								
Written Expression	60	7	68								
Oral Comprehension	64	5	75								
Speed of Closure	48	6	59								
Written Comprehension	64	4	81								
Mathematical Reasoning	53	5	62								
Perceptual Speed	42	5	59								
Originality	50	4	62								
Speech Clarity	50	2	68								
Selective Attention	41	2	59								

LEVEL and IMPT (IMPORTANCE) refer to the Target Financial Examiners. GAP refers to level difference between Budget Analysts and Financial Examiners.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Budget Analysts	Financial Examiners	Importance
Written Comprehension	60	64	81
Problem Sensitivity	53	64	81
Deductive Reasoning	60	67	81
Inductive Reasoning	55	62	78
Oral Comprehension	59	64	75
Oral Expression	59	66	75
Information Ordering	50	57	75
Near Vision	64	62	75
Speech Recognition	53	53	75
Written Expression	53	60	68
Speech Clarity	48	50	68
Category Flexibility	51	50	65
Originality	46	50	62
Mathematical Reasoning	48	53	62
Number Facility	51	60	62
Fluency of Ideas	46	55	59
Speed of Closure	42	48	59
Perceptual Speed	37	42	59
Selective Attention	39	41	59
Flexibility of Closure	35	48	56

Skill Level Comparison - Abilities with importance scores over 69

Description	Budget Analysts	Financial Examiners	Importance
Reading Comprehension	70	73	89
Writing	63	67	82
Monitoring	72	76	78

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Budget Analysts	Financial Examiners	Importance
Law and Government	44	61	74

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison		
Description	Budget Analysts		Financial Examiners	Description	Budget Analysts	Financial Examiners
10+ years	0%		2%	Doctoral	0%	0%
8-10 years	0%		0%	Professional Degree	0%	2%
6-8 years	1%		0%	Post-Masters Cert	0%	0%
4-6 years	2%		29%	Master's Degree	6%	0%
2-4 years	32%		47%	Post-Bachelor Cert	0%	10%
1-2 years	44%		13%	Bachelors	90%	81%
6-12 months	16%		6%	AA or Equiv	1%	0%
3-6 months	0%		0%	Some College	1%	2%
1-3 months	0%		0%	Post-Secondary Certificate	0%	0%
0-1 month	0%		0%	High School Diploma or GED	0%	2%
None	1%		0%	No HSD or GED	0%	0%

Budget Analysts

Financial Examiners

Most Common Educational/Training Requirement:

Bachelor's degree

Bachelor's degree

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

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Tasks

Budget Analysts

Financial Examiners

Core Tasks

Core Tasks

Generalized Work Activities:

Generalized Work Activities:

- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts



- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.
- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and fund-granting authorities, clarifying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters

of information by breaking down information or data into separate parts.

- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Confer with officials of real estate, securities, or financial institution industries in order to exchange views and discuss issues or pending cases.
- Direct and participate in formal and informal meetings with bank directors, trustees, senior management, counsels, outside accountants and consultants in order to gather information and discuss findings.
- Establish guidelines for procedures and policies that comply with new and revised regulations, and direct their implementation.
- Evaluate data processing applications for institutions under examination in order to develop recommendations for coordinating existing systems with examination procedures.
- Examine the minutes of meetings of directors, stockholders and committees in order to investigate the specific authority extended at various levels of management.
- Investigate activities of institutions in order to enforce laws and regulations and to ensure legality of transactions and operations or financial solvency.
- Plan, supervise, and review work of assigned subordinates.
- Prepare reports, exhibits and other supporting schedules that detail an institution's safety and soundness, compliance with laws and regulations, and recommended solutions to questionable financial conditions.
- Recommend actions to ensure compliance with laws and regulations, or to protect solvency of institutions.
- Resolve problems concerning the overall financial integrity of banking institutions including loan investment portfolios, capital, earnings, and specific or large troubled accounts.
- Review and analyze new, proposed, or revised laws, regulations, policies, and procedures in order to interpret their meaning and determine their impact.
- Review applications for mergers, acquisitions, establishment of new institutions, acceptance in Federal Reserve System, or registration of securities sales in order to determine their public interest value and conformance to regulations, and recommend acceptance or rejection.
- Review audit reports of internal and external auditors in order to monitor adequacy of scope of reports or to discover specific weaknesses in internal routines.



- make revenue forecasts
- monitor operational budget
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

- Accounting software
- Deltek Costpoint
- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access
- On line analytical processing OLAP software
- Relational database software
- Structured query language SQL

Data mining software

- Extract, transform, load ETL software

Development environment software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning
- Budgeting, forecasting, and planning software
- Business performance management BPM software
- Cognos 8 Business Intelligence
- Cognos 8 Planning
- Enterprise resource planning ERP software
- Everest Software Advanced
- Extensity MPC

- Review balance sheets, operating income and expense accounts, and loan documentation in order to confirm institution assets and liabilities.
- Train other examiners in the financial examination process.
- Verify and inspect cash reserves, assigned collateral, and bank-owned securities in order to check internal control procedures.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- approve or disallow application or license
- conduct financial investigations
- conduct training for personnel
- confer with authorities or community groups
- confer with management or users
- confer with other departmental heads to coordinate activities
- coordinate employee continuing education programs
- develop policies, procedures, methods, or standards
- direct and coordinate activities of workers or staff
- direct and coordinate financial activities
- direct implementation of new procedures, policies, or programs
- enforce laws, ordinances, or regulations
- examine documents for completeness, accuracy, or conformance to standards
- explain government laws or regulations
- gather relevant financial data
- interpret laws or legislation
- make presentations
- note discrepancies in financial records
- oversee execution of organizational or program policies
- perform general financial analysis
- plan scientific research or investigative studies
- prepare audit reports or recommendations
- prepare correspondence relating to financial discrepancies
- prepare financial reports
- prepare instruction manuals
- recommend action to ensure compliance
- review laws
- use computers to enter, access and retrieve financial data
- use government regulations
- use knowledge of investigation techniques
- use knowledge of relevant laws
- use oral or written communication



- FRx Software Microsoft Forecaster
- Lilly Software Associates VISUAL Enterprise

- Microsoft Dynamics GP

- NetSuite NetERP

- Open Systems TRAVERSE software

- Oracle PeopleSoft Enterprise software

- OutlookSoft

- Revelwood Business Performance Management software

- Sage Software Accpac ERP

- Sage Software Active Planner

- Sage Software MAS 200 ERP

- Sage Software MAS 90 ERP

- SAP Business One

Financial analysis software

- Budget monitoring systems

- Financial reporting software

- Microsoft FRx

- Oracle Corporate Performance Management CPM software

- Satori Group proCube software

Graphics or photo imaging software

- Graphics software

Human resources software

- Human resources management system software

- Ultimate Software UltiPro Workforce Management

Object or component oriented development software

- Microsoft Visual Basic.NET

Presentation software

- Microsoft PowerPoint

- Presentation software

Spreadsheet software

- Microsoft Excel

- Spreadsheet software

Time accounting software

Use of written communication techniques

- verify investigative information

Technology - Examples

Compliance software

- Financial compliance software

- NILS INSource

- ODEN Insurance Services State Rules & Regulations

- Oversight Systems software

- System for Electronic Rate and Form Filing SERFF

Data base user interface and query software

- Microsoft Access

Financial analysis software

- ACL Business Assurance Analytics software

- Auditing software

- Financial transaction analysis software

- General Examination System GENESYS

- PricewaterhouseCoopers TeamMate

Information retrieval or search software

- LexisNexis software

- Westlaw

Internet browser software

- Web browser software

Presentation software

- Presentation software

Project management software

- Investigation management software

- Microsoft Project

Spreadsheet software

- Microsoft Excel

- Spreadsheet software

Word processing software

- Microsoft Word

- Word processing software

Tools - Examples

- Adding machines



- Payroll software
 - Time and attendance software
 - Valiant Vantage
- Word processing software
- Microsoft Word
 - Word processing software

Tools - Examples

- Desktop computers
- Laser printers
- Notebook computers
- Personal computers

- Desktop computers
- Notebook computers
- Personal computers

Labor Market Comparison

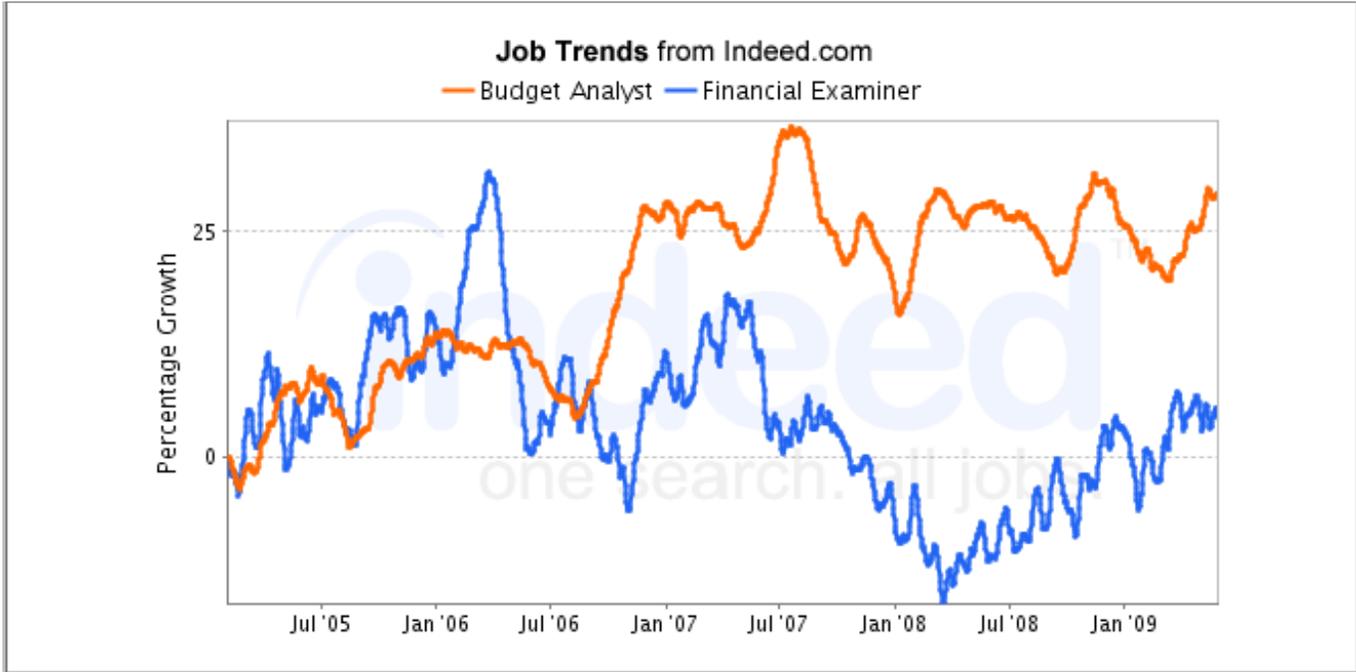
Maine Department of Labor.

Description	Budget Analysts	Financial Examiners	Difference
Median Wage	\$ 57,290	\$ 55,110	\$(2,180)
10th Percentile Wage	\$ 39,480	\$ 36,750	\$(2,730)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 67,800	\$ 71,670	\$ 3,870
90th Percentile Wage	\$ 78,930	\$ 82,820	\$ 3,890
Mean Wage	\$ 57,690	\$ 58,060	\$ 370
Total Employment - 2057	170	120	-50
Employment Base - 2006	163	116	-47
Projected Employment - 2066	168	120	-48
Projected Job Growth - 2006-2066	3.1 %	3.5 %	0.4 %
Projected Annual Openings - 2006-2066	5	2	-3
Special			

Special Occupations:

National Job Posting Trends

Trend for Budget Analysts and Financial Examiners



Data from [Indeed](http://Indeed.com)

Programs			
Related Programs			
Accounting			
<p>Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.</p>			
Institution	Address	City	URL
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Beal College	99 Farm Road	Bangor	bealcollege.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu

Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

Occupational Safety and Health Tech./Technician

Occupational Safety and Health Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining job-related health and safety standards. Includes instruction in safety engineering principles, inspection and monitoring procedures, testing and sampling procedures, laboratory techniques, applications to specific work environments, and report preparation.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu

Taxation

Taxation. A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, tax planning, partnerships and fiduciary relationships, estates and trusts, property depreciation, capital gains and losses, dispositions, transfers, liquidity, valuation, and applications to specific tax problems.

Institution	Address	City	URL
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Maine Statewide Promotion Opportunities for Budget Analysts

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-2031.00	Budget Analysts	100	4	170	\$57,290.00	\$0.00	3%	5	
13-2051.00	Financial Analysts	91	4	210	\$71,380.00	\$14,090.00	10%	4	
11-3031.01	Treasurers and Controllers	90	5	2,440	\$67,670.00	\$10,380.00	7%	58	
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$10,380.00	7%	58	
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$36,810.00	10%	13	

11-3041.00	Compensation and Benefits Managers	86	3	200	\$68,560.00	\$11,270.00	2%	5	
25-1063.00	Economics Teachers, Postsecondary	85	5	80	\$73,830.00	\$16,540.00	11%	2	
11-2031.00	Public Relations Managers	84	4	290	\$71,020.00	\$13,730.00	9%	10	
13-1081.00	Logisticians	83	4	190	\$59,120.00	\$1,830.00	4%	4	
11-2022.00	Sales Managers	82	4	1,310	\$72,720.00	\$15,430.00	3%	32	
11-3021.00	Computer and Information Systems Managers	82	5	870	\$83,130.00	\$25,840.00	8%	21	
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$22,830.00	6%	73	
11-9033.00	Education Administrators, Postsecondary	81	5	600	\$58,090.00	\$800.00	7%	21	
11-3042.00	Training and Development Managers	80	4	140	\$66,670.00	\$9,380.00	7%	4	
15-1061.00	Database Administrators	80	4	300	\$60,260.00	\$2,970.00	20%	11	

Special Occupations:

Top Industries for Financial Examiners					
Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.55%	5,771	5,455	-5.47%
State government, excluding education and hospitals	929200	13.89%	3,554	3,488	-1.87%
Depository credit intermediation	522100	13.59%	3,476	3,544	1.95%
Securities and commodity contracts, brokerages, and exchanges	5231-2	7.56%	1,934	2,772	43.28%
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	6.44%	1,647	1,975	19.92%
Other financial investment activities	523900	5.74%	1,469	2,070	40.93%
Monetary authorities - central bank	521100	5.58%	1,429	1,508	5.55%
Management of companies and enterprises	551100	5.20%	1,332	1,535	15.28%
Activities related to credit intermediation	522300	1.82%	466	603	29.48%
Direct insurance (except life, health, and medical) carriers	524120	1.68%	431	451	4.52%



Management, scientific, and technical consulting services	541600	1.56%	399	712	78.52%
Local government, excluding education and hospitals	939300	1.08%	277	312	12.34%
Other insurance related activities	524290	0.72%	186	222	19.53%
Data processing, hosting, and related services	518200	0.49%	126	170	35.19%
Colleges, universities, and professional schools, public and private	611300	0.46%	118	132	11.87%

Top Industries for Budget Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%
Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%



TORQ Analysis of Budget Analysts to Treasurers and Controllers

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Budget Analysts	13-2031.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Treasurers and Controllers	11-3031.01	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS					
Grand TORQ:					90
Ability TORQ		Skills TORQ		Knowledge TORQ	
Level		Level		Level	
	97		90		83

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Problem Sensitivity	64	11	72	Management of Financial Resources	88	14	72	Economics and Accounting	91	24	82
Mathematical Reasoning	59	11	65	Writing	68	5	82	Administration and Management	88	23	77
Number Facility	60	9	65	Systems Analysis	45	4	73	Physics	3	3	71
Written Expression	59	6	65	Persuasion	57	3	86				
Flexibility of Closure	42	7	50								
Oral Expression	62	3	75								
Speech Clarity	51	3	72								
Finger Dexterity	35	3	53								
Written Comprehension	62	2	72								
Selective Attention	41	2	56								
Oral Comprehension	60	1	72								
Information Ordering	51	1	65								

LEVEL and IMPT (IMPORTANCE) refer to the Target Treasurers and Controllers. GAP refers to level difference between Budget Analysts and Treasurers and Controllers.

ASK ANALYSIS
Ability Level Comparison - Abilities with importance scores over 50

Description	Budget Analysts	Treasurers and Controllers	Importance
Oral Expression	59	62	75
Oral Comprehension	59	60	72
Written Comprehension	60	62	72
Problem Sensitivity	53	64	72
Deductive Reasoning	60	60	72
Speech Clarity	48	51	72
Near Vision	64	57	68
Speech Recognition	53	53	68
Written Expression	53	59	65
Inductive Reasoning	55	55	65
Information Ordering	50	51	65
Category Flexibility	51	48	65
Mathematical Reasoning	48	59	65
Number Facility	51	60	65
Perceptual Speed	37	37	56
Selective Attention	39	41	56
Finger Dexterity	32	35	53
Fluency of Ideas	46	46	50
Originality	46	46	50
Speed of Closure	42	42	50
Flexibility of Closure	35	42	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Budget Analysts	Treasurers and Controllers	Importance
Persuasion	54	57	86
Writing	63	68	82
Systems Analysis	41	45	73
Management of Financial Resources	74	88	72

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Budget Analysts	Treasurers and Controllers	Importance
Economics and Accounting	67	91	82
Administration and Management	65	88	77
Physics	0	3	71

Experience & Education Comparison

Related Work Experience Comparison

Required Education Level Comparison

Description		Budget Analysts	Treasurers and Controllers	Description		Budget Analysts	Treasurers and Controllers
10+ years		0%		Doctoral		0%	0%
8-10 years		0%		Professional Degree		0%	0%
6-8 years		1%		Post-Masters Cert		0%	4%
4-6 years		2%		Master's Degree		6%	55%
2-4 years		32%		Post-Bachelor Cert		0%	0%
1-2 years		44%		Bachelors		90%	28%
6-12 months		16%		AA or Equiv		1%	3%
3-6 months		0%		Some College		1%	6%
1-3 months		0%		Post-Secondary Certificate		0%	0%
0-1 month		0%		High School Diploma or GED		0%	0%
None		1%		No HSD or GED		0%	0%

Budget Analysts	Treasurers and Controllers
Most Common Educational/Training Requirement:	
Bachelor's degree	Bachelor's or higher degree, plus work experience
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	5 - Job Zone Five: Extensive Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.
Most of these occupations require a four - year bachelor's degree, but some do not.	A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Tasks

Budget Analysts	Treasurers and Controllers
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Communicating with Supervisors, Peers, or Subordinates - Providing information to 	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Selling or Influencing Others - Convincing others to buy merchandise/goods or to otherwise change their minds or actions. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. Performing for or Working Directly with the Public - Performing for people or dealing



supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.
- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and fund-granting authorities, clarifying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters
- make revenue forecasts
- monitor operational budget

directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Specific Tasks

Occupation Specific Tasks:

- Analyze and classify risks and investments to determine their potential impacts on companies.
- Approve or reject, or coordinate the approval and rejection of, lines of credit and commercial, real estate, and personal loans.
- Communicate with stockholders and other investors to provide information, and to raise capital.
- Develop and analyze information to assess the current and future financial status of firms.
- Direct insurance negotiations, select insurance brokers and carriers, and place insurance.
- Establish and maintain relationships with individual and business customers, and provide assistance with problems these customers may encounter.
- Establish procedures for custody and control of assets, records, loan collateral, and securities, in order to ensure safekeeping.
- Evaluate data pertaining to costs in order to plan budgets.
- Evaluate financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions.
- Examine, evaluate, and process loan applications.
- Network within communities to find and attract new business.
- Oversee the flow of cash and financial instruments.
- Plan, direct, and coordinate risk and insurance programs of establishments to control risks and losses.
- Plan, direct, and coordinate the activities of workers in branches, offices, or departments of such establishments as branch banks, brokerage firms, risk and insurance departments, or credit departments.
- Prepare financial and regulatory reports required by laws, regulations, and boards of directors.
- Prepare operational and risk reports for management analysis.
- Recruit staff members, and oversee training programs.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.



- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

- Accounting software
- Deltek Costpoint
- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access
- On line analytical processing OLAP software
- Relational database software
- Structured query language SQL

Data mining software

- Extract, transform, load ETL software

Development environment software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning
- Budgeting, forecasting, and planning software
- Business performance management BPM software
- Cognos 8 Business Intelligence
- Cognos 8 Planning
- Enterprise resource planning ERP software
- Everest Software Advanced
- Extensity MPC
- FRx Software Microsoft Forecaster
- Lilly Software Associates VISUAL Enterprise

- Review reports of securities transactions and price lists in order to analyze market conditions.
- Submit delinquent accounts to attorneys or outside agencies for collection.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze market conditions
- analyze operational or management reports or records
- approve or deny credit applications
- approve or deny loans
- assign work to staff or employees
- compile data for financial reports
- conduct financial investigations
- conduct or attend staff meetings
- develop budgets
- develop management control systems
- develop policies, procedures, methods, or standards
- direct and coordinate financial activities
- identify financial risks to company
- monitor credit extension decisions
- oversee execution of organizational or program policies
- prepare reports for management
- prepare required government reports
- review loan applications
- use government regulations
- use negotiation techniques

Technology - Examples

Accounting software

- Accounting software
- Automatic Data Processing EasyPay software
- Hyperion Enterprise
- Intuit QuickBooks
- Job costing software
- MYOB Premier Accounting Small Business Suite
- Sage Fixed Asset Solution FAS
- Sage MIP Fund Accounting
- Sage Peachtree

Data base user interface and query software

- Database software
- Microsoft Access



- Microsoft Dynamics GP
- NetSuite NetERP
- Open Systems TRAVERSE software
- Oracle PeopleSoft Enterprise software
- OutlookSoft
- Revelwood Business Performance Management software
- Sage Software Accpac ERP
- Sage Software Active Planner
- Sage Software MAS 200 ERP
- Sage Software MAS 90 ERP
- SAP Business One

Financial analysis software

- Budget monitoring systems
- Financial reporting software
- Microsoft FRx
- Oracle Corporate Performance Management CPM software
- Satori Group proCube software

Graphics or photo imaging software

- Graphics software

Human resources software

- Human resources management system software
- Ultimate Software UltiPro Workforce Management

Object or component oriented development software

- Microsoft Visual Basic.NET

Presentation software

- Microsoft PowerPoint
- Presentation software

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Time accounting software

- Payroll software
- Time and attendance software

- Oracle software
- Structured query language SQL

Electronic mail software

- Microsoft Outlook

Enterprise resource planning ERP software

- ADERANT Expert Back Office, Powered by Keystone
- Deltek software

Enterprise resource planning ERP software

- Exact Software Macola ES
- Great Plains Dynamics software
- Hyperion Solutions System 9 Planning

Microsoft Great Plains

- Oracle JD Edwards OneWorld

Oracle PeopleSoft

- SAP software
- Solomon Software

Financial analysis software

- FRx software
- Hyperion Pillar software

Oracle Financials

Human resources software

- Automatic Data Processing PC payroll for windows PCPW

Office suite software

- Microsoft Office

Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Corel QuattroPro
- IBM Lotus 1-2-3

Microsoft Excel

Word processing software

- Microsoft Word

Tools - Examples

- 10-key calculators



- Valiant Vantage
- Word processing software
- Microsoft Word
- Word processing software

Tools - Examples

- Desktop computers
- Laser printers
- Notebook computers
- Personal computers

- Desktop computers
- Notebook computers
- Personal computers
- Personal digital assistants PDA
- Tablet computers

Labor Market Comparison

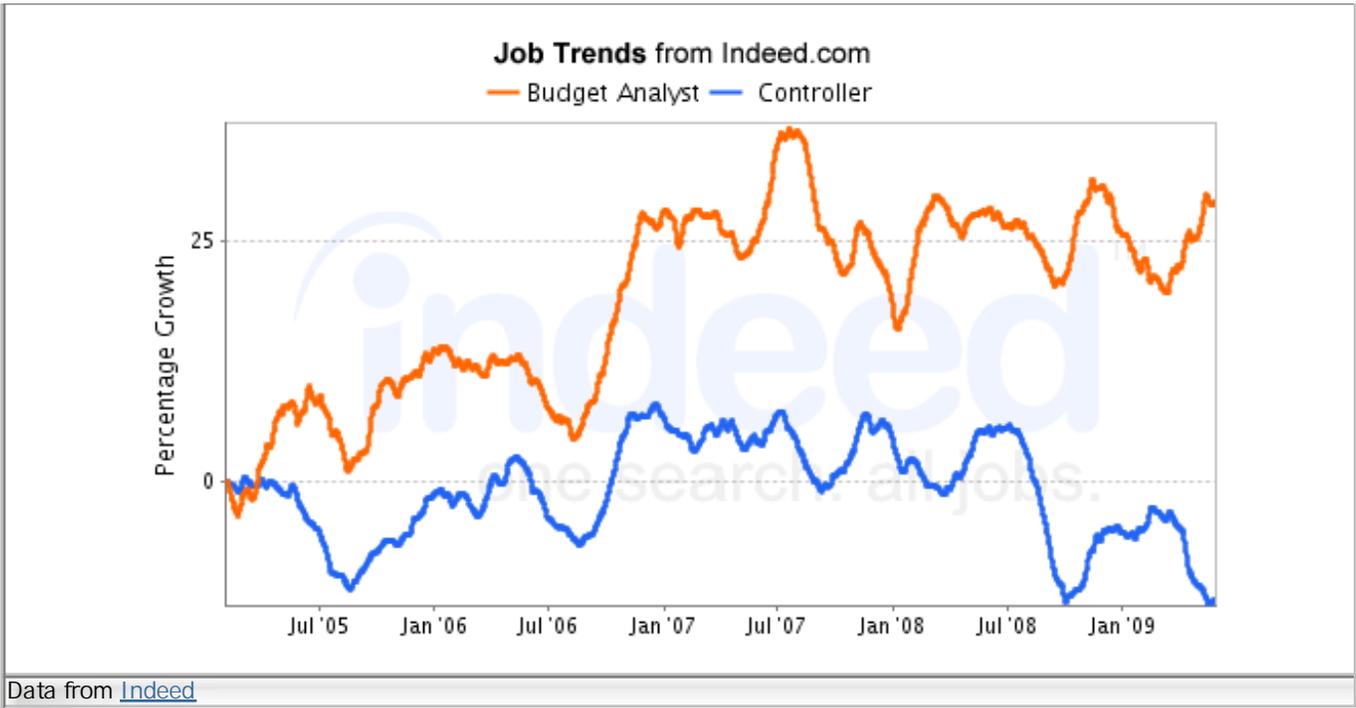
Maine Department of Labor.

Description	Budget Analysts	Treasurers and Controllers	Difference
Median Wage	\$ 57,290	\$ 67,670	\$ 10,380
10th Percentile Wage	\$ 39,480	\$ 41,820	\$ 2,340
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 67,800	\$ 89,670	\$ 21,870
90th Percentile Wage	\$ 78,930	\$119,660	\$ 40,730
Mean Wage	\$ 57,690	\$ 74,780	\$ 17,090
Total Employment - 2057	170	2,440	2,270
Employment Base - 2006	163	2,692	2,529
Projected Employment - 2066	168	2,881	2,713
Projected Job Growth - 2006-2066	3.1 %	7.0 %	3.9 %
Projected Annual Openings - 2006-2066	5	58	53
Special			

Special Occupations:

National Job Posting Trends

Trend for Budget Analysts and Treasurers and Controllers



Programs			
Related Programs			
Accounting and Business/Management			
Accounting and Business/Management. An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.			
No information on schools for the program			
Accounting and Finance			
Accounting and Finance. An integrated or combined program in accounting and finance that prepares individuals to function as accountants and financial managers or analysts.			
Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
Credit Management			
Credit Management. A program that prepares individuals to perform and/or manage operations concerning personal and corporate credit, collateral, loan processing, and related financial agency communications. Includes instruction in general finance and banking principles, insurance, real estate, taxation, business law and regulations, quantitative methods, financial computer systems applications, database management, communications skills, business and office management, and professional standards and ethics.			
No information on schools for the program			
Finance, General			
Finance, General. A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting; financial instruments; capital planning; funds acquisition; asset and debt management; budgeting; financial analysis; and investments and portfolio management.			

Institution	Address	City	URL
Husson College	One College Circle	Bangor	www.husson.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Financial Management and Services, Other

Finance and Financial Management Services, Other. Any instructional program in financial management and services not listed above.

No information on schools for the program

International Finance

International Finance. A program that prepares individuals to manage international financial operations and related currency transactions. Includes instruction in international banking, international monetary and financial policy, money and capital markets, foreign exchange, risk analysis, and international cash flow operations.

No information on schools for the program

Investments and Securities

Investments and Securities. A program that prepares individuals to manage assets placed in capital markets, and related technical operations. Includes instruction in security analysis, debt and equity analysis, investment strategies, securities markets, computer-assisted research, portfolio management, portfolio performance analysis, and applications to specific investment problems and business situations.

No information on schools for the program

Public Finance

Public Finance. A program that prepares individuals to manage the financial assets and budgets of public sector organizations. Includes instruction in public trusts and investments; the laws and procedures used to plan, prepare and administer public agency budgets; and the preparation and analysis of public budget projections and policies.

No information on schools for the program

Maine Statewide Promotion Opportunities for Budget Analysts

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-2031.00	Budget Analysts	100	4	170	\$57,290.00	\$0.00	3%	5	
13-2051.00	Financial Analysts	91	4	210	\$71,380.00	\$14,090.00	10%	4	
11-3031.01	Treasurers and Controllers	90	5	2,440	\$67,670.00	\$10,380.00	7%	58	
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$36,810.00	10%	13	
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$10,380.00	7%	58	

11-3041.00	Compensation and Benefits Managers	86	3	200	\$68,560.00	\$11,270.00	2%	5	
25-1063.00	Economics Teachers, Postsecondary	85	5	80	\$73,830.00	\$16,540.00	11%	2	
11-2031.00	Public Relations Managers	84	4	290	\$71,020.00	\$13,730.00	9%	10	
13-1081.00	Logisticians	83	4	190	\$59,120.00	\$1,830.00	4%	4	
11-2022.00	Sales Managers	82	4	1,310	\$72,720.00	\$15,430.00	3%	32	
11-3021.00	Computer and Information Systems Managers	82	5	870	\$83,130.00	\$25,840.00	8%	21	
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$22,830.00	6%	73	
11-9033.00	Education Administrators, Postsecondary	81	5	600	\$58,090.00	\$800.00	7%	21	
11-3042.00	Training and Development Managers	80	4	140	\$66,670.00	\$9,380.00	7%	4	
15-1061.00	Database Administrators	80	4	300	\$60,260.00	\$2,970.00	20%	11	

Special Occupations:

Top Industries for Treasurers and Controllers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	14.40%	72,902	74,327	1.95%
Management of companies and enterprises	551100	7.98%	40,411	46,586	15.28%
Securities and commodity contracts, brokerages, and exchanges	5231-2	4.05%	20,507	30,461	48.54%
Self-employed workers, primary job	000601	3.88%	19,649	20,934	6.54%
Local government, excluding education and hospitals	939300	3.51%	17,785	19,980	12.34%
Accounting, tax preparation, bookkeeping, and payroll services	541200	3.27%	16,571	19,653	18.60%
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	2.84%	14,398	17,266	19.92%
Other financial investment activities	523900	2.56%	12,983	18,297	40.93%
Federal government, excluding postal service	919999	2.41%	12,222	11,554	-5.47%
Colleges, universities, and professional schools, public and private	611300	1.72%	8,734	9,771	11.87%



General medical and surgical hospitals, public and private	622100	1.68%	8,503	9,414	10.71%
Automobile dealers	441100	1.61%	8,167	9,265	13.44%
Direct insurance (except life, health, and medical) carriers	524120	1.58%	8,009	8,371	4.52%
State government, excluding education and hospitals	929200	1.57%	7,953	7,804	-1.87%
Computer systems design and related services	541500	1.40%	7,071	9,548	35.02%

Top Industries for Budget Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%
Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%



TORQ Analysis of Budget Analysts to Purchasing Agents, Except Wholesale, Retail, and Farm Products

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Budget Analysts	13-2031.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:								90			
Ability TORQ			Skills TORQ				Knowledge TORQ				
Level			95	Level			86	Level			87
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Deductive Reasoning	69	9	72	No Skills Upgrade Required!				Sales and Marketing	30	25	71
Oral Expression	66	7	84								
Written Expression	60	7	62								
Oral Comprehension	64	5	81								
Inductive Reasoning	57	2	78								
LEVEL and IMPT (IMPORTANCE) refer to the Target Purchasing Agents, Except Wholesale, Retail, and Farm Products. GAP refers to level difference between Budget Analysts and Purchasing Agents, Except Wholesale, Retail, and Farm Products.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Budget Analysts	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance
Oral Expression	59	66	84
Oral Comprehension	59	64	81
Inductive Reasoning	55	57	78
Written Comprehension	60	60	72
Problem Sensitivity	53	51	72



Deductive Reasoning	60	69	72
Speech Clarity	48	42	72
Speech Recognition	53	50	68
Written Expression	53	60	62
Near Vision	64	60	62
Information Ordering	50	48	59

Skill Level Comparison - Abilities with importance scores over 69

Description	Budget Analysts	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Budget Analysts	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance
Sales and Marketing	5	30	71

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison		
Description	Budget Analysts	Purchasing Agents, Except Wholesale, Retail, and Farm Products		Description	Budget Analysts	Purchasing Agents, Except Wholesale, Retail, and Farm Products
10+ years	0%	0%		Doctoral	0%	0%
8-10 years	0%	6%		Professional Degree	0%	0%
6-8 years	1%	0%		Post-Masters Cert	0%	0%
4-6 years	2%	29%		Master's Degree	6%	0%
2-4 years	32%	23%		Post-Bachelor Cert	0%	2%
1-2 years	44%	0%		Bachelors	90%	33%
6-12 months	16%	18%		AA or Equiv	1%	2%
3-6 months	0%	22%		Some College	1%	41%
1-3 months	0%	0%		Post-Secondary Certificate	0%	7%
0-1 month	0%	0%		High School Diploma or GED	0%	11%
None	1%	0%		No HSD or GED	0%	0%

Budget Analysts

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Most Common Educational/Training Requirement:

Bachelor's degree

Work experience in a related occupation

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

3 - Job Zone Three: Medium Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.



Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Budget Analysts

Core Tasks

Generalized Work Activities:

- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs



- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and fund-granting authorities, clarifying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters
- make revenue forecasts
- monitor operational budget
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

- Accounting software
- Deltek Costpoint
- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access
- On line analytical processing OLAP software
- Relational database software
- Structured query language SQL

manual records of items purchased, costs, delivery, product performance, and inventories.

- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations



Data mining software

- Extract, transform, load ETL software

Development environment software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning
- Budgeting, forecasting, and planning software
- Business performance management BPM software
- Cognos 8 Business Intelligence
- Cognos 8 Planning
- Enterprise resource planning ERP software
- Everest Software Advanced
- Extensity MPC
- FRx Software Microsoft Forecaster
- Lilly Software Associates VISUAL Enterprise
- Microsoft Dynamics GP
- NetSuite NetERP
- Open Systems TRAVERSE software
- Oracle PeopleSoft Enterprise software
- OutlookSoft
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- Sage Software Accpac ERP
- Sage Software Active Planner
- Sage Software MAS 200 ERP
- Sage Software MAS 90 ERP
- SAP Business One

Financial analysis software

- Budget monitoring systems
- Financial reporting software
- Microsoft FRx
- Oracle Corporate Performance Management CPM software

- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

Technology - Examples



- Satori Group proCube software

Graphics or photo imaging software

- Graphics software

Human resources software

- Human resources management system software
- Ultimate Software UltiPro Workforce Management

Object or component oriented development software

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Presentation software

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Tools - Examples

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Labor Market Comparison

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75th Percentile Wage	\$ 67,800	\$ 57,570	\$(10,230)



90th Percentile Wage	\$ 78,930	\$ 72,070	\$(6,860)
Mean Wage	\$ 57,690	\$ 48,120	\$(9,570)
Total Employment - 2057	170	920	750
Employment Base - 2006	163	995	832
Projected Employment - 2066	168	974	806
Projected Job Growth - 2006-2066	3.1 %	-2.1 %	-5.2 %
Projected Annual Openings - 2006-2066	5	21	16
Special			

Special Occupations:

National Job Posting Trends

Trend for Budget Analysts and Purchasing Agents, Except Wholesale, Retail, and Farm Products



Data from [Indeed](http://Indeed.com)

Programs

Related Programs

Purchasing, Procurement and Contracts Management

Purchasing, Procurement/Acquisitions and Contracts Management. A program that prepares individuals to manage and/or administer the processes by which a firm or organization contracts for goods and services to support its operations, as well as contracts it to sell to other firms or organizations. Includes instruction in contract law, negotiations, buying procedures, government contracting, cost and price analysis, vendor relations, contract administration, auditing and inspection, relations with other firm departments, and applications to special areas such as high-technology systems, international purchasing, and construction.

No information on schools for the program



Sales, Distribution, and Marketing Operations, General

Sales, Distribution, and Marketing Operations, General. A program that focuses on the general process and techniques of direct wholesale and retail buying and selling operations and introduces individuals to related careers. Includes instruction in the principles of entrepreneurial economics, basic sales skills, the distribution channels for goods and services, and supervised practical application experiences.

No information on schools for the program

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11-9033.00	Education Administrators, Postsecondary	81	5	600	\$58,090.00	\$800.00	7%	21	
11-3042.00	Training and Development Managers	80	4	140	\$66,670.00	\$9,380.00	7%	4	



15-1061.00	Database Administrators	80	4	300	\$60,260.00	\$2,970.00	20%	11
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Special Occupations:

Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%

Top Industries for Budget Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%



Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%



TORQ Analysis of Budget Analysts to Accountants

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Budget Analysts	13-2031.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Accountants	13-2011.01	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS	
Grand TORQ:	89

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	96	Level	84	Level	86

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Imp	Skill	Level	Gap	Imp	Knowledge	Level	Gap	Imp
Mathematical Reasoning	64	16	72	Mathematics	88	9	79	Customer and Personal Service	65	45	73
Number Facility	69	18	56	Operations Analysis	68	3	71	Mathematics	77	11	91
Flexibility of Closure	51	16	53					Economics and Accounting	73	6	78
Deductive Reasoning	69	9	75								
Problem Sensitivity	59	6	78								
Written Expression	59	6	72								
Oral Expression	64	5	72								
Information Ordering	55	5	72								
Perceptual Speed	42	5	53								
Written Comprehension	62	2	68								
Near Vision	66	2	68								
Inductive Reasoning	57	2	65								
Selective Attention	41	2	53								
Category Flexibility	53	2	50								
Oral Comprehension	60	1	59								

LEVEL and IMPT (IMPORTANCE) refer to the Target Accountants. GAP refers to level difference between Budget Analysts and Accountants.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Budget Analysts	Accountants	Importance
Problem Sensitivity	53	59	78
Deductive Reasoning	60	69	75
Oral Expression	59	64	72
Written Expression	53	59	72
Information Ordering	50	55	72
Mathematical Reasoning	48	64	72
Written Comprehension	60	62	68
Near Vision	64	66	68
Inductive Reasoning	55	57	65
Speech Clarity	48	46	65
Speech Recognition	53	46	62
Oral Comprehension	59	60	59
Number Facility	51	69	56
Flexibility of Closure	35	51	53
Perceptual Speed	37	42	53
Selective Attention	39	41	53
Category Flexibility	51	53	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Budget Analysts	Accountants	Importance
Mathematics	79	88	79
Operations Analysis	65	68	71

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Budget Analysts	Accountants	Importance
Mathematics	66	77	91
Economics and Accounting	67	73	78
Customer and Personal Service	20	65	73

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Budget Analysts	Accountants	Description	Budget Analysts	Accountants
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	1%	0%	Post-Masters Cert	0%	0%
4-6 years	2%	27%	Master's Degree	6%	0%
2-4 years	32%	37%	Post-Bachelor Cert	0%	3%
1-2 years	44%	7%			



	Budget Analysts	Accountants
6-12 months	16%	26%
3-6 months	0%	0%
1-3 months	0%	0%
0-1 month	0%	0%
None	1%	1%

	Budget Analysts	Accountants
Bachelors	90%	80%
AA or Equiv	1%	1%
Some College	1%	10%
Post-Secondary Certificate	0%	0%
High School Diploma or GED	0%	3%
No HSD or GED	0%	0%

Budget Analysts	Accountants
Most Common Educational/Training Requirement:	
Bachelor's degree	Bachelor's degree
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	4 - Job Zone Four: Considerable Preparation Needed A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
Most of these occupations require a four - year bachelor's degree, but some do not.	Most of these occupations require a four - year bachelor's degree, but some do not.
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Tasks

Budget Analysts	Accountants
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. 	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Specific Tasks	Specific Tasks
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> Analyze monthly department budgeting and accounting reports to maintain expenditure controls. Compile and analyze accounting records and other data to determine the financial resources required to implement a program. 	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Advise management about issues such as resource utilization, tax strategies, and the



- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.
- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and fund-granting authorities, clarifying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters
- make revenue forecasts
- monitor operational budget
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

assumptions underlying budget forecasts.

- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Establish tables of accounts and assign entries to proper accounts.
- Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
- Maintain or examine the records of government agencies.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Provide internal and external auditing services for businesses or individuals.
- Report to management regarding the finances of establishment.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Serve as bankruptcy trustees or business valuers.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Work as Internal Revenue Service (IRS) agents.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze applicant's financial status
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- appraise, evaluate, or inventory real property or equipment
- compile data for financial reports
- compute financial data



- Accounting software

- Deltek Costpoint

- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access

- On line analytical processing OLAP software

- Relational database software

- Structured query language SQL

Data mining software

- Extract, transform, load ETL software

Development environment software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning

- Budgeting, forecasting, and planning software

- Business performance management BPM software

- Cognos 8 Business Intelligence

- Cognos 8 Planning

- Enterprise resource planning ERP software

- Everest Software Advanced

- Extensity MPC

- FRx Software Microsoft Forecaster

- Lilly Software Associates VISUAL Enterprise

- Microsoft Dynamics GP

- NetSuite NetERP

- Open Systems TRAVERSE software

- Oracle PeopleSoft Enterprise software

- OutlookSoft

- Revelwood Business Performance Management software

- compute taxes

- conduct financial investigations

- confer with taxpayer or representative

- determine tax liability according to prescribed laws

- develop budgets

- develop or maintain budgeting databases

- direct and coordinate financial activities

- evaluate degree of financial risk

- fill out business or government forms

- follow tax laws or regulations

- inspect account books or system for efficiency, effectiveness, or acceptability

- maintain account records

- maintain record of organization expenses

- make revenue forecasts

- note discrepancies in financial records

- obtain financial information from individuals

- perform general financial analysis

- prepare audit reports or recommendations

- prepare financial reports

- prepare periodic reports comparing budgeted costs to actual costs

- prepare tax reports

- prepare tax returns

- use accounting or bookkeeping software

- use accounting terminology

- use computers to enter, access and retrieve financial data

- use cost benefit analysis techniques

- use spreadsheet software

- use statistical cost estimation methods

- verify bank or financial transactions

- write administrative procedures services manual

Technology - Examples

Accounting software

- Accounts payable software

- Accounts receivable software

- Accurate NXG

- AcorynSystems Activity Based Costing/Management ABC/M

- AdaptaSoft CyberPay

- Asset management software

- ATX Total Accounting Office

- ATX Total Engagement Office

- Automation Counselors municipAL



- Sage Software Accpac ERP
- Sage Software Active Planner
- Sage Software MAS 200 ERP
- Sage Software MAS 90 ERP
- SAP Business One

Financial analysis software

- Budget monitoring systems
- Financial reporting software
- Microsoft FRx
- Oracle Corporate Performance Management CPM software
- Satori Group proCube software

Graphics or photo imaging software

- Graphics software

Human resources software

- Human resources management system software
- Ultimate Software UltiPro Workforce Management

Object or component oriented development software

- Microsoft Visual Basic.NET

Presentation software

- Microsoft PowerPoint
- Presentation software

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Time accounting software

- Payroll software
- Time and attendance software
- Valiant Vantage

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- Desktop computers
- Laser printers

- Best MP Fund Accounting

- Billing software

- CCIS AccountAbility

- Cost accounting software

- CYMA IV Accounting for Windows

- Evron Computer Systems SAGE PFW (Platinum For Windows)

- Financial reporting software

- Financial statement software

- FRx Software Microsoft FRx

- Fund accounting software

- General ledger software

- Heron CrossTie General Ledger

- Intuit QuickBooks

- Invoice software

- Lead Activity Analyzer

- Lead Business Analyzer

- Micronetics Xpert Write-up

- Multiview Accounts Receivable

- New Millennium Communications Genesis Accounting

- Pro Systems Client Write-Up System for Windows

- Profit Developers Electronic File Interchange

- PROPHIX Enterprise

- Roundtable Software Advantage Accounting System

- Sage CPAAccounts Payable

- Sage CPAAccounts Receivable

- Sage CPAClient Checkbook

- Sage CPAPractice Manager

- Sage Peachtree

- Sage Software BusinessWorks

- Sage Software Peachtree software

- Softrax Revenue Management



- Notebook computers

- Personal computers

- Summit Software Summit Biofuels Accounting

- UA Business Software Professional Edition

Compliance software

- Accounting compliance software

- ACCUCert software

- FLS eDP PAYROLLtax

- Intrax ProcedureNet

- Paisley Cardmap

- Paisley Focus Control Assurance

- Paisley RiskNavigator

- Tax compliance property tax management software

Customer relationship management CRM software

- Blackbaud The Raiser's Edge

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access

- Practice management software PMS

- Sage Solutions CPAPayroll

Development environment software

- eXtensible Business Reporting Language XBRL

Document management software

- Accutrac software

- Document management software

- OmniRIM software

- Sage CPADocument Manager

Enterprise application integration software

- Business Objects Data Integrator

Enterprise resource planning ERP software

- Accountants Templates JAZZ-IT!

- AcornSystems Corporate Performance Management

- Cartesis ES Magnitude

- Great Plains software

- Hyperion Solutions System 9



- Microsoft Dynamics GP
- Microsoft Dynamics NAV
- Microsoft Dynamics SL
- Microsoft Great Plains Solomon
- NetSuite NetERP
- Sage Accpac
- Sage MAS 200
- Sage Software Platinum for Windows PFW

Financial analysis software

- Accounting fraud detection software
- AuditWare software
- Brentmark Estate Planning Quickview
- Cammack Computations Inter-Est
- Cartesis Magnitude iAnalysis
- Estate planning software
- Fixed-assets depreciation software
- MethodWare ProAudit Advisor
- Microsoft FRx
- OSI TrustWise
- Paisley AutoAudit
- Paisley IssueTrack
- Payables Tests Sets for ACL software
- Pentana audit work system PAWS
- RSM McGladrey Advanced Practice Solutions Paperless Audit
- RSM McGladrey Auditor Assistant
- Sage MAS 500
- Sync Essentials Trade Accountant

Human resources software

- Sage Software Abra HRMS

Inventory management software

- AIM Asset Management Software
- Sage MAS 90

Office suite software



- Microsoft Office

Operating system software

- Microsoft Windows

Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Microsoft Excel

Tax preparation software

- 1099 ProSoftware

- Abacus Tax Software

- Advanced Micro Systems 1099-Etc

- American Riviera Magtax

- ATX Total Tax Office

- Avalara AvaTax ST

- BNA Estate and Gift Tax Suite

- BNA Income Tax Planning Solutions

- BNA Sales and Use Tax Rates and Forms

- CCH ProSystem fx TAX

- Creative Solutions UltraTax 1040

- H&R Block TaxCut Software

- IDMS Account Ability

- Income tax return preparation software

- Intuit Lacerte

- Intuit ProSeries

- Intuit TurboTax

- KPB Associates TaxStream

- NewPortWave Year End Solutions

- Ortax Software IntelliTax Business for Windows

- Ortax Software IntelliTax Classic

- Thomson GoSystem Tax

- Universal Tax Systems TaxWise

Time accounting software

- Payroll software

Transaction server software



- Tumbleweed SecureTransport

Word processing software

- Microsoft Word

Tools - Examples

- 10-key calculators
- Desktop computers
- Fax machines
- Notebook computers
- Personal computers
- Personal digital assistants PDA
- Photocopying equipment
- Scanners
- Tablet computers

Labor Market Comparison

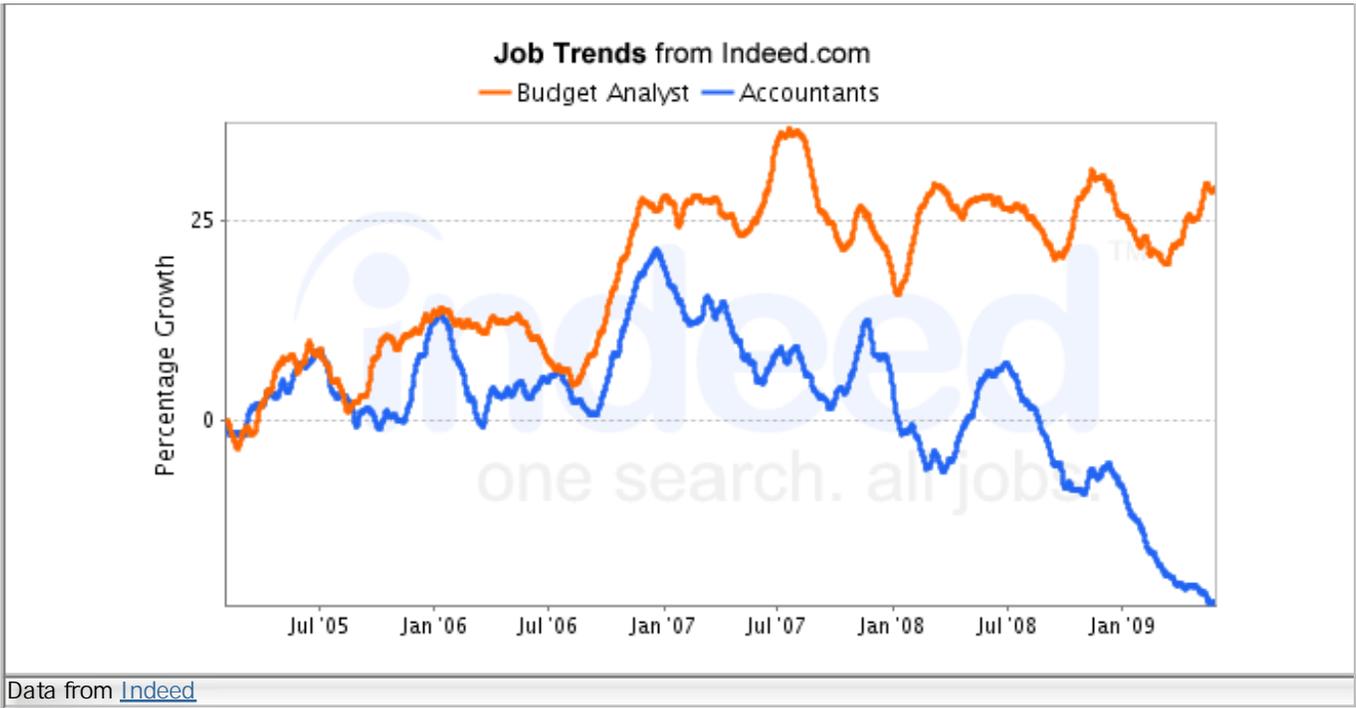
Maine Department of Labor.

Description	Budget Analysts	Accountants	Difference
Median Wage	\$ 57,290	\$ 48,110	\$(9,180)
10th Percentile Wage	\$ 39,480	\$ 33,700	\$(5,780)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 67,800	\$ 62,620	\$(5,180)
90th Percentile Wage	\$ 78,930	\$ 81,400	\$ 2,470
Mean Wage	\$ 57,690	\$ 53,860	\$(3,830)
Total Employment - 2057	170	3,250	3,080
Employment Base - 2006	163	3,967	3,804
Projected Employment - 2066	168	4,395	4,227
Projected Job Growth - 2006-2066	3.1 %	10.8 %	7.7 %
Projected Annual Openings - 2006-2066	5	113	108
Special			

Special Occupations:

National Job Posting Trends

Trend for Budget Analysts and Accountants



Programs			
Related Programs			
Accounting			
<p>Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.</p>			
Institution	Address	City	URL
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Beal College	99 Farm Road	Bangor	bealcollege.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu

Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

Accounting and Business/Management

Accounting and Business/Management. An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.

No information on schools for the program

Accounting and Computer Science

Accounting and Computer Science. A program that combines accounting with computer science and/or computer studies.

No information on schools for the program

Accounting and Finance

Accounting and Finance. An integrated or combined program in accounting and finance that prepares individuals to function as accountants and financial managers or analysts.

Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Auditing

Auditing. A program that prepares individuals, including certified accountants, to perform independent internal and external appraisals to evaluate organizational financial and operational activities, ensure compliance with laws and policies, safeguard assets, and promote effective planning and resource allocation. Includes instruction in advanced accounting, audit tools and techniques, sampling, risk and control, audit planning, audit function management, law and regulations, environmental auditing, information technology applications, professional standards and ethics, and specific industry and service sector problems.

No information on schools for the program

Taxation

Taxation. A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, tax planning, partnerships and fiduciary relationships, estates and trusts, property depreciation, capital gains and losses, dispositions, transfers, liquidity, valuation, and applications to specific tax problems.

Institution	Address	City	URL
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Maine Statewide Promotion Opportunities for Budget Analysts									
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special

13-2031.00	Budget Analysts	100	4	170	\$57,290.00	\$0.00	3%	5	
13-2051.00	Financial Analysts	91	4	210	\$71,380.00	\$14,090.00	10%	4	
11-3031.01	Treasurers and Controllers	90	5	2,440	\$67,670.00	\$10,380.00	7%	58	
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$10,380.00	7%	58	
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$36,810.00	10%	13	
11-3041.00	Compensation and Benefits Managers	86	3	200	\$68,560.00	\$11,270.00	2%	5	
25-1063.00	Economics Teachers, Postsecondary	85	5	80	\$73,830.00	\$16,540.00	11%	2	
11-2031.00	Public Relations Managers	84	4	290	\$71,020.00	\$13,730.00	9%	10	
13-1081.00	Logisticians	83	4	190	\$59,120.00	\$1,830.00	4%	4	
11-2022.00	Sales Managers	82	4	1,310	\$72,720.00	\$15,430.00	3%	32	
11-3021.00	Computer and Information Systems Managers	82	5	870	\$83,130.00	\$25,840.00	8%	21	
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$22,830.00	6%	73	★
11-9033.00	Education Administrators, Postsecondary	81	5	600	\$58,090.00	\$800.00	7%	21	
11-3042.00	Training and Development Managers	80	4	140	\$66,670.00	\$9,380.00	7%	4	
15-1061.00	Database Administrators	80	4	300	\$60,260.00	\$2,970.00	20%	11	

Special Occupations:

Top Industries for Accountants					
Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	21.37%	272,351	355,310	30.46%
Self-employed workers, primary job	000601	7.79%	99,236	105,724	6.54%
Management of companies and enterprises	551100	5.38%	68,525	86,895	26.81%

Local government, excluding education and hospitals	939300	3.32%	42,296	52,267	23.57%
State government, excluding education and hospitals	929200	3.06%	39,011	42,109	7.94%
Depository credit intermediation	522100	2.04%	26,041	26,549	1.95%
Colleges, universities, and professional schools, public and private	611300	2.01%	25,611	28,652	11.87%
Federal government, excluding postal service	919999	1.85%	23,630	20,105	-14.92%
Self-employed workers, secondary job	000602	1.75%	22,317	22,217	-0.45%
Management, scientific, and technical consulting services	541600	1.45%	18,502	36,334	96.38%
Employment services	561300	1.43%	18,183	25,315	39.22%
Computer systems design and related services	541500	1.21%	15,429	22,915	48.52%
General medical and surgical hospitals, public and private	622100	1.16%	14,756	16,337	10.71%
Office administrative services	561100	1.09%	13,937	19,438	39.47%
Other financial investment activities	523900	1.03%	13,154	20,391	55.02%

Top Industries for Budget Analysts

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%
Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%

Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%

Industry & Occupational Data Sources

TORQ Results: The TORQ Scores is based upon an proprietary algorithm applied against Knowledge, Skills and Ability levels and importance derived from O*NET 12.

ASK Analysis, Experience & Education Levels and Tasks: O*Net 12

Labor Market Comparisons Occupational Projections data from Maine Department of Labor

National Posting Trends Indeed.com

Labor Pool & Promotions Opportunities: Occupational Projections data from Maine Department of Labor

Top Industries: Occupational Employment Statistics program (U.S. Bureau of Labor Statistics)