

Budgeting Analyst: Sr. Budget Analyst

Compiles and reviews budgets for the Business Area using actual performance, previous budget figures, estimated revenue, expense reports, and other data sources to control funds and provide for proper financial administration. Prepares financial plans, monitors implementation of financial policies, prepares regular and special-purpose reports, maintains historical records, analyzes trends, establishes cost rates and personnel forecasts, recommends and interprets budgetary policies and procedures, prepares comparative evaluation of actual costs against budgeted funds, and determines rationale for variances between costs and budget.

Knowledge

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

Problem Solving

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization's objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

Work Products (Examples may include but are not limited to)

Provides monthly financial package and monthly review of budgets. Prepares indirect rate plan for submission and forward pricing. Conducts various types of financial audits and interface with auditors as required. Develops and implements new concepts and techniques for financial information analysis. Gathers, analyzes, prepares, and summarizes recommendations to management on financial status and operating forecasts. Performs economic research and studies in the areas of rates or return, depreciation, working capital requirements, investment opportunities, investment performance, and impact of governmental requirements. May supervise lower level Budget Analyst.

Minimum Education and Experience

10+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel skills.