

Budgeting and Financial Analyst: Budget and Financial Analyst I

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. Participates in the preparation of budgets and schedules for all contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis. Performs analyses and prepares reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines. Ensures adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government. Incorporates contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines. Participates in the control of costs and schedules on contracts requiring validated cost schedule control system. Prepares the pricing information for government and commercial estimates and proposals.

Knowledge

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

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

Assists in compiling monthly analysis information for labor distribution. Assists with the coordination of the annual and quarterly financial plans and the monthly review of budgets. Assists in the preparation and pricing of government and commercial estimates, bids, proposals, contract budgets and work authorization documents.

Minimum Education and Experience

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