

# Budgeting and Financial Analyst: Budget and Financial Analyst III

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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**

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Provides monthly financial package and monthly review of budgets. Provides 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 for management of financial plans, acquisition activity, trended future requirements, and operating forecasts. Prepares and prices complex government and commercial estimates, bids, proposals, contract budgets and work authorization documents. Analyzes proposals and contracts of increasing size and complexity. Reviews manpower planning and strategies on pricing, funding and paybacks. Conducts monthly project reviews, and prepares business area corporate planning information. Provides training to lower-level Financial Analysts.

## **Minimum Education and Experience**

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