

# Budgeting and Financial 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. 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.

Level 1		Level 2	Level 3	Level 4
Budget and Financial Analyst I		Budget and Financial Analyst II	Budget and Financial Analyst III	Sr. Budget and Financial Analyst
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	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 closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.	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.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.	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.	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	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.	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.	Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

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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.	Provides monthly analysis information for labor distribution. Provides annual and quarterly financial plans and monthly review of budgets. Performs backup analysis of sales, effort, manpower, backlog budgets, inventory and orders. Assists in compiling and reviewing financial data for inclusion in monthly financials, indirect rate plans and forward pricing. Assists with various types of audits. Prepares and prices 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 assists with business area corporate planning information.	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.	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 interfaces 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. Leads preparation and pricing of 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 for major areas within unit. Conducts monthly project reviews with external customers as required, and prepares business area corporate planning information. Provides training to lower-level Financial Analysts.
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.	3+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills.	10+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel skills.