

Budget Analyst

Name: TBD

Career Level: GS(0560) – 9/14

Role and Responsibilities:

The Budget Analyst's general responsibility is to manage the budget process for headquarters and the regions.

- Understand Government Financial Management (FM) policies and procedures
- Knowledge of budget formation: Identify funding needs and support decision making phase
- Knowledge of budget execution: approve funding for contract needs and S&E budget tracking
- Coordinate contracts: knowing time tables, i.e. when to award, due date, funding issues
- Support IRB process and SFA Financial Management activities, i.e. performance management
- Support acquisitions through credit cards, purchase orders and other contractual means
- Reconcile budget
- Manage travel budget: communicate new policies and overall expenses
- Track and manage funds: report on issues and management of budget

Skills:

The Budget Analyst will be expected to be flexible to adapt to program needs as needed.

- Accounting/Financial Management
- Contact policies and procedures
- Coordination and organizational skills
- Shows initiative in work assigned
- Understands office logistics and policies
- Basic computer skills
- Analytic skills
- Writing reporting
- Oral communication to provide presentations, conduct meetings
- Ability to develop strong relationships with customers and employees
- Flexibility in work assigned
- Knowledge of personnel policies and procedures

Interfaces:

INTERNAL

- Channel Manager
- Program Areas
- HR Specialist
- COTR
- CFO

EXTERNAL

- SFA Regional Offices
- Vendors/Consultants

Goals/Expectations:

1. Manage Modernization Partner – DSG/IRB process
2. Communication Office Policies and Schedule
3. Understanding Unit Cost Savings to manage performance