

# Budgeting and Financial Analyst: Budget and Financial Analyst II

---

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**

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

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.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

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

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.

## **Minimum Education and Experience**

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