

Budgeting and Financial Analyst: Sr. Budget 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.

Knowledge

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

Problem Solving

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 performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

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

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

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

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

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