

# Budgeting Analyst: Budget Analyst I

---

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.

## **Knowledge**

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity by following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

## **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.

## **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.