

Budgeting 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.

Level 1		Level 2		Level 3		Level 4	
Budget Analyst I		Budget Analyst II		Budget Analyst III		Sr. Budget 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.	
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.	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.		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.		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 interface 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.	

	Level 1	Level 2	Level 3	Level 4
	Budget Analyst I	Budget Analyst II	Budget Analyst III	Sr. Budget Analyst
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.