



Example of Budget Analysis Job Description

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Our company is growing rapidly and is looking for a budget analysis. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for budget analysis

- Leads the monthly tracking of actual results against budget and analysis of financial metrics and trends and other financial decision support activities
- Strong analytical skills, communication, writing, and networking abilities
- Apply quantitative techniques
- Responsible for interacting with departmental contacts and building out budget/forecasts, providing monthly Actual vs
- Analyze department financial activities from purchasing, contract terms and vendor invoices against budget
- Consult with department leadership and act as liaison to Finance team for planning, tracking and improving financial reporting practices and procedures
- Act as lead in annual budget preparation and facilitation including communicating procedures, distributing and completing budget templates, training department managers and overseeing modifications or revisions
- Analyze and process journal entries for department in accordance with established timeframes
- Facilitate organization review and budget analysis and tracking for salary budget and workforce planning
- Implements purchasing process including creation of purchase orders, vendor communication and management and invoice processing

Qualifications for budget analysis

- Strong background in financial accounting and financial statements analysis
- 1 - 3+ Years of experience working with Hyperion for financial planning

- 3 - 5+ Years of experience in financial/budget analysis that directly aligns with the specific responsibilities for this position
- Seven years experience as a financial analyst performing economic and econometric modeling
- Demonstrated advanced knowledge in developing business cases and presentation of econometric modeling output to influence senior management
- Advanced proficiency with information technology tools to support financial analyses