



Example of Budget Analysis Job Description

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Our company is growing rapidly and is looking to fill the role of budget analysis. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for budget analysis

- Knowledge and understanding of GAAP and analytically focused with ability to react quickly to change
- Support resource management, budgetary execution (primary focus), budgetary formulation, budgetary analysis, identifying anomalies or problems and generating reporting tailored to audiences ranging from program managers to the White House and Congress for Government review and approval
- Process large volumes of complex data rapidly and accurately and to translate highly technical and programmatic data into actionable reporting appropriate for senior and non-technical readers
- Interfacing with the Intelligence Planning, Programming, Budgeting and Evaluation (IPPE) process and other IC budgetary data and reporting systems, including orchestrating NIM participation with ODNI enablers
- Working with manager, responsible for the department financial analysis and reporting, in support of budgeting, forecasting, and forecasting, and resource allocation
- Provide analytical support to departmental divisions
- Design and implement periodic operational reports ad hoc reporting
- Develop multi-year cash flow projections for departmental projects
- Provide strategic financial consultation and guidance to the manager regarding business proposals, and make recommendations for optimizing the financial impact of business initiatives

Qualifications for budget analysis

- Three years or more of relevant analytical financial experience
- Demonstrated advanced knowledge and experience in negotiating
- Strong interpersonal, verbal and written communication skills - must be comfortable asking questions and communicating with internal/external areas various levels of management
- Support month end activities which includes such items as reconciliation of actuals, analysis of budget/actuals, variance analysis, and other misc
- Bachelor's Degree in Business/Finance/Accounting or related area with 3 years of experience OR a Masters Degree as described above with 1 year of experience
- Bachelor's Degree in Finance, Accounting, Economics or Business Administration Degree