# Example of Financial / Budget Analyst Job Description

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Our company is searching for experienced candidates for the position of financial / budget analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial / budget analyst

- Coordinate annual budget preparation for the entire Small Caliber Systems Division
- Coordinate monthly/quarterly forecasts for Small Caliber Systems (SCS)
- Establish budgets, track performance, and provide variance analysis for all support groups
- Work closely with Senior Leadership to establish budget targets and identify cost savings initiatives
- Track performance of overhead rates and provide analysis for variances from plan
- Provide ad-hoc reports and analysis as requested by support group budget owners
- Perform certain duties for month-end close that relate to overhead budget expenses
- Compile monthly data required to populate reports and if appropriate dashboards
- Reconcile and validate quarterly financial and statistical data
- Run routine audits to ensure data integrity in all reports

## Qualifications for financial / budget analyst

- Prior Category, Corporate FP&A and/or Business Unit experience preferred
- Bachelor's Degree Finance, Accounting, Business/Business Administration

- Associate’s degree in Finance or Accounting required
- 3+ years of progressive financial analysis experience required
- Intermediate level of experience Microsoft Office applications to include Word, PowerPoint and Outlook also required