
POSITION DESCRIPTION

Title:	Budget Management Consultant
Rate:	GS 15 Exempt Equivalency (2019 schedule)
Location:	SCA/RA, HST, 2025 E Street NW, Washington DC 20009
Schedule:	Full time, M-F, 8:15am to 5:00pm with a 45-minute lunch break
Travel:	This position requires OCONUS travel
Clearance Level:	Active Top Secret is required for this position, held by the DoD preferred

We currently have an opening on our team for an experienced Budget Management Consultant to support the overall financial management of mission for the Department of State's Bureau of South and Central Asian Affairs Specialists (SCA/OIP).

This position specifically serves NEA/SCA/EX, working closely with NEA/FO staff, including the Office Director, Deputies, unit chiefs, and other staff members.

Duties and Responsibilities:

- Assist in promoting, coordinating, and handling tasks related to all aspects of the SCA Bureau's responsibilities as required under the Leahy legislation.
- Perform specialized analytical services relating to administrative support operations, financial analysis, financial systems, budget and program analysis, program costs and finance management initiative. These analytical services could be relating to both domestic and international operations at the Department of State, and more specifically on the Department of State Afghanistan and Pakistan funding accounts.
- Provide program budget support for budget and planning operations, including but not limited to preparing requirements, evaluations, cost analysis and proposal evaluations.
- Interact with senior Department management, OMB and Congressional committees/staffers on Afghanistan and Pakistan budget planning and execution.
- Assist in developing and executing budget processes and procedures.
- Coordinate Near East Affairs (NEA) Bureau Executive Office Afghanistan and Pakistan budget activities with technical program representatives.
- Provide non-technical writing support in the areas of budgeting, finance, accounting and financial analysis to support the SCA Bureau.
- Assist with Afghanistan and Pakistan budget and planning operations.
- Travel to locations as determined by Government task manager.
- Perform training functions including providing training activities related to budgeting, finance, accounting and other Department of State operations.
- Assist in transition planning and execution at US Mission Afghanistan and Pakistan including budget and planning support; logistics and support services financial oversight and analysis; and specific transition planning activities.

Special Knowledge Requirements:

Candidates shall possess the following:

- 10+ Years Subject Matter Expertise, primarily in the financial field.
- Extensive expert knowledge of Department of State financial operations (both domestic and overseas financial operations).
- Specific expert knowledge of Department of State regional bureau financial operations and processes.
- Knowledge of Department of State financial systems.
- Extensive experience in financial management of Department of State overseas missions.
- Experience with Department of State cost reimbursement system for overseas administrative support services.
- Working knowledge of personal computers and general administrative practices.

Benefits:

Raventek Solutions' competitive benefits program includes comprehensive medical and dental care, matching 401K, paid time off, flexible spending accounts, commuter benefits, disability coverage, and other benefits that help provide financial protection for you and your family.

Raventek Solutions provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex/gender, sexual orientation, national origin, age, disability, marital status, genetic information and/or predisposing genetic characteristics, victim of domestic violence status, veteran status, or other protected class status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. The Company also prohibits retaliation against any employee who exercises his or her rights under applicable anti-discrimination laws. Notwithstanding the foregoing, the Company does give hiring preference to Seneca or Native individuals. Veterans with expertise in these areas are highly encouraged to apply.