

---

## POSITION DESCRIPTION

Title:	Budget Analyst II
Rate:	GS 12-8 Exempt Equivalency (2018 Schedule)
Location:	Washington, DC - Potomac Navy Hill Annex, SA-4F, Ste. B09
Schedule:	Full time, M-F, 8:15am to 5:00pm with a 45-minute lunch break
Travel:	Based on customer requirements, must be willing to travel
Clearance Level:	<b>Active TOP SECRET with ability to receive access to SCI if needed</b>

We currently have an opening on our team for an experienced Budget Analyst II to support the Department of State at their offices in the Potomac Navy Hill Annex, SA-4F.

The Budget Analyst II will provide budget support services assisting government personnel with budget formulation and execution. In performing these services, the contractor will liaise with CT staff and interagency partners. The government manager for this position will be the CT/EX Budget Officer.

### Duties and Responsibilities:

- Review and bring to the attention of appropriate budget government staff any issues of importance noted for assigned portfolio(s). Provide recommendations on how to resolve budgetary issues noted. Source of funding can be of varied types of Foreign Assistance primary and secondary accounts.
- Review expenditures to assist budget government staff in ensuring that the bureau expends funds within their legal authorities in accordance with the Anti-deficiency Act that prohibits making or authorizing any expenditures or obligations in excess of the amount available.
- Forecast the timing of obligations and expenditures based on the budget cycle and availability of funds at the appropriation, allotment and sub-allotment levels using budget inquiry reports out of the Global Financial Management System.
- Independently develop usable financial reports, charts, and templates using MS Excel worksheets, SharePoint, and data from the Global Financial Management System and Data Warehouse for audiences with varying levels of financial expertise, ranging from executive overviews to analyst-level detail.
- Draft embassy-related budget documents to include funding cables and expenditure reporting, and work with general services and financial management staff overseas to address operational needs.
- Draft, review, amend, and track obligation documents for submission by government personnel into the State Department's financial system in support of domestic and overseas operations.
- Identify and monitor unliquidated obligations and propose, recommend, or draft corrective actions to resolve transaction problems, reconcile accounts, and de-obligate funds, in order to perform proper close out of CT projects.

## Knowledge and Experience Requirements:

In order to fully support CT/EX/Budget, the contractor should possess, at a minimum, the following knowledge, skills, abilities, and education.

- Detailed knowledge of regularly used budgetary concepts, principles, laws, methods, practices, procedures, regulations, policies, and processes to assist in the formulation, justification, and execution of the budget for assigned budget accounts.
- Detailed knowledge of and proven experience with budget management information systems technology and automated data processing concepts and applications to manipulate budget / financial data as well as industry-standard financial accounting systems in order to reconcile records of commitments, obligations, and expenditures.
- Detailed knowledge and proven experience in the application of accounting or budgeting methods and techniques (e.g., cost-benefit analysis, zero-based budgeting (ZBB), incremental budgeting, line item, program, performance based, etc.) to analyze and evaluate the effects of changes in program plans and funding
- Expert knowledge of and proven experience with the use of Microsoft Excel to create pivot tables, charts, and graphs in the formulation, support, and management of budget data.
- Ability to communicate effectively, both orally and in writing, to justify, defend, present, and/or advise on budgetary processes/actions.
- **Minimum Education:** Bachelor's degree in accounting, business administration, finance, statistics, or other related fields.
- **Minimum Experience:** Five years of experience with accounting, budgeting, or financial management. At least one year of experience with Federal government accounting, budgeting, or financial management.

## Highly Desired Skills:

- Proficient in GFMS, E2 Travel Solutions, EZ Suite, Fund\$ Tracker, Data Warehouse, Integrated Logistics Management Systems (ILMS) and SharePoint
- Proficient in RFMS, Coast Reports, WebRabit, Glopes, and WebPass
- Proficient in Lacerte, CFS Tax Tools, DataFaction and ATB.
- Proficient in Microsoft Word, Excel, Power Point and Outlook.
- Proficient in QuickBooks, IBS, Job View, Quicken and Microsoft Money.



---

**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.