



<https://www.ladlasprince.com/job/budget-analyst/>

Budget Analyst

Description

Background:

~~Calculating and preparing budgets, analyzing budget trends, providing financial assistance,~~

Minimum/General Experience:

The ideal candidate will possess the following:

- Significant, documented, and verifiable exposure to and working with financial matters.
- Indexing, updating, and cataloging documents in electronic format to assure accuracy and proper display.
- Advanced knowledge of Microsoft suite of tools, SharePoint, and similar systems.
- Experience creating and maintaining digital repositories, and document control procedures.
- Ability to write professionally, edit, and refine internal/external documents
- Ability to spell and to notice spelling errors when proofreading is critical.
- Expertise in word processing, spreadsheets for tracking, and other automated systems are critical.
- Ability to work well in a collaborative team environment and communicate effectively

Minimum Education:

- BS/BA from an accredited U.S. college or university preferred (Equivalent prior military experience may be substituted.)
- The candidate has at least three (3) years demonstrated experience supporting financial requests.

Functional Responsibility:

- Meet with Finance staff to determine specific duties, timelines, and expectations
- Manage data cleansing, transactions, report generation and other budget-related administrative tasks
- Review existing files, tables and electronic finance documentation in the Financial Management System (FMS)
- Compile products/artifacts and reports
- Review inputs/suggested revisions with staff

Other requirements:

- National Criminal History Check (NCHC)

Employment Type

Full Time

Job Location

Washington DC

Working Hours

First shift

Date posted

September 4, 2018