

Position Description for Budget Analyst

BASIC FUNCTION OF POSITION

Serves as one of the three Financial Management Budget Analysts in the Finance Management Office, the incumbent has the following main responsibilities; 1) prepare financial plans for responsible sections/offices, 2) execute financial plans and analyze the difference between plan and actual number for responsible sections/offices, 3) prepare and maintain accounting records for responsible sections/offices, and 4) prepare and coordinate responsible offices' filing and accounting requirements. This position also acts as the main point of contact for education allowance and coordinates school grant request submission. Incumbent is under the direct supervision of the Financial Specialist and general supervision of the Chief Accountant and Financial Management Officer. This position has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Financial Plan and Operating Budgeting preparation and Monitoring

35%

Acquire and develop full range of financial plans for all responsible offices and funding sources. Incumbent prepares, monitors, and adjusts financial plans and operating budgets. Also, incumbent maintains the budget figures in AIT's accounting system, Platinum 7.4. Incumbent assists the responsible offices with submitting the financial plan in the Systems to their headquarters. In addition, incumbent responds to budget inquiries, monitor the budget based on business environment, such as evaluate the impact of exchange rate fluctuation, estimate the cost of early arrival of an officer, estimate funding shortage of a transaction, reprogram funds among accounts, request additional funding from headquarters of responsible office.

Execute financial plan and perform funds controls

30%

Reviews, adjusts, and monitors funding to ensure smooth operation of all responsible offices. During the Continuing Resolution period, incumbent must adjust available budget according to authorized amount. Once the Continuing Resolution has passed, incumbent must ensure the financial plan is monitored and executed according to the contract, Memorandum of Agreement (MoA), or Memorandum of Understanding (MoU). Incumbent determines appropriate expense accounts and amounts to be obligated. Reconcile documents, schedules, and statements with data in the accounting system.

Handles all financial related matters

15%

Ensure the operation of responsible offices are sound and in compliance with AIT's contract, Memorandum of Agreement, applicable legislation, regulations, policies and standards, including Generally Accepted Accounting Principles (GAAP) , Generally Accepted Auditing Standards, the OMB Circular, etc. Incumbent needs to ensure strong internal financial controls are enforced and potential weaknesses are identified and resolved to prevent fraud, waste and abuse of government resources.

Prepare and coordinate responsible offices' filing and accounting requirements **10%**

Maintain official accounting records for all responsible offices under both government and non-profit organization side. Incumbent ensure the accuracy of all data, including contract, MoA, MoU, budget, obligation, liquidation, and financial data pertaining to the responsible offices. In addition, incumbent must ensure all charges are made in compliance with the cost principles (or OMB Super Circular).

Prepare and coordinate grants filing and perform other miscellaneous duties **10%**

Incumbent prepares and coordinates the Overseas American schools annual GRASP (grant request submission to A/OPR/OS for funding approval). Incumbent also updates and tracks funding received through the AIT/DoS contract under the Contract Modification/Task Order. In addition, incumbent prepares and coordinates many miscellaneous tasks, such as preparing rent schedule for non-profit auditing, reconciling Deferred Revenue for DoS and Consular, preparing Journal Entries to recognize annual 'pre-paid' rent expenses.

Other duties as assigned.

QUALIFICATIONS REQUIRED

Education: Bachelor's Degree in Accounting, Finance, or Business field is required.

Prior Work Experience: Five years of progressively responsible experience in budgeting, accounting, auditing, or reporting is required.

Post Entry Training: Accounting I, Basic Vouchering, American and LES Pay and Allowance, Appropriations, Budget Techniques, Travel Policy, and other related financial courses for both government and non-profit organization. On the job training.

Language Proficiency: Level IV in English and Level III Chinese, both written and oral.

Job Knowledge: Accounting background and knowledge of business process required. Must have a good understanding of economic module to perform what if analysis and in-depth knowledge of financial program planning and analysis. Specific knowledge is listed as follows:

- Basic understanding of US government operation and regulations.
- Good knowledge of accounting and budget formulation.
- Be able to research, analyze, and apply guidance from the regulation to financial matters.
- Good understanding of budgeting process and experience on executing financial plans.

Skills and Abilities: Must be able to use Microsoft Office and other office equipment. Must have high level analytical skill to evaluate complex financial information and develop/present recommendations. Must be able to plan, coordinate, and execute project and pays attention to details. Must have good working attitude and good communication skills.

POSITION ELEMENTS

Supervision Received: General guidance from the Finance Management Officer and Chief Accountant. Direct supervision by the Supervisor of Financial Analyst. Needs to work independently with minimum supervision.

Supervision Exercised: N/A

Available Guidelines: Includes but not limit to the use of Appropriation Law, 3 FAM/FAH, 4 FAM/FAH, 15 FAM/FAH, Standardized Regulations, Indirect Cost Calculation (or ICASS Standards), contracts, Memorandum of Agreement, Generally Accepted Accounting Principles, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Super Circular), etc.

Exercise of Judgment: Acts independently with discretion and exercise sound judgment in resolving various problems and discrepancies across full range of financial operations relying on accurate research and analysis of rules/regulations

Authority to Make Commitments: N/A

Nature, Level, and Purpose of Contacts: Obtain information from office heads and their subordinates to prepare their financial plan. Brief office heads and senior AIT Management on the completed plans and obtain their approval. Respond to inquiries from AIT/W and AIT colleagues on the financial plan. Provide updates on execution of the financial plan and work with the customers to resolve issues and problems. Work with overseas schools to file grants and respond to related inquiries.

Time Expected to Reach Full Performance Level: One year.