**POSITION: BUDGET ANALYST**

**BASIC FUNCTION OF POSITION**

Primary analyst responsible for complete range of budget activities and financial program monitoring and reporting analysis work for DS-WSU, DS-MSG, CA budget in the amount of $ 1 million approximately of embassy budgets. Review OBO Lease (FC-7400) in RPA to advise allottee on fund to cover for the whole year requirements. Analyzes the related costs and benefits of alternative program plans. Provides statistics of spending information and keeps records up-to-date and reports as required weekly and monthly. Checks priority of obligations and expenditures against financial plan. Monitor and analyzes trends in actual expenditure. Financial advisory support and internal and external coordination for FMO, all FMO accountants and agency heads. Incumbent is also responsible for the matters related to FSC Bangkok and the main contact for the system and the communications such as Momentum and COAST. Incumbent performs duties using the Department's computer-based Momentum, COAST, ILMS, Rabit, and Web-Pass as well as various computer applications. Maintains direct contact with heads of the agencies. The diversity of the budgets requires understanding other organizations needs and skilled interpretation of agencies' and Congressional rules and regulations pertaining to such budget. Prepares LES payroll submission to MFTB on a Bi-weekly basis.

**MAJOR DUTIES AND RESPONSIBILITIES**

Incumbent is the principal financial management advisor for the above allotments to the Financial Management Officer (FMO), management Officer, The supervisory General Services Officer, and any controlling officers or LES related to his duties, Though supervised by the FMO or his designate, incumbent works relatively autonomously, and usually deals directly with section and agency heads, Incumbent must be knowledgeable with applicable policies, regulation and laws. Incumbent seeks guidance of the supervisor and the FMO as needed basis. Incumbent initiates required work which is then reviewed by the FMO or supervisor. For management of the above allotments, incumbent is responsible for the following:

**Financial Planning 25%**

When allotments are received, incumbent adjusts financial plans to the level of allotments (Funded Plan). Incumbent then makes analyses to show shortfalls of requirement against authorized allotments for the FMO, and the contacts related to his duties. Incumbent makes recommendations in prioritizing spending plans within budget limitations and shows overall projections of financial plans.

**Budget Execution 35%**

Incumbent controls expenditures in the allotments handled through the allotments accounting process for DS-WSU, DS-MSG, CA and all new agencies account such as INL, CDC etc. Starting with current year's projected expenditures incumbent builds following year's estimates based on planned operational requirements obtained from manages of various Missions elements and on knowledge of expected economic trends such as wage, price and exchange rate changes. Incumbent allocates funds requested among appropriate objects categories and prepares justifications for the requests. Incumbent utilizes various applications and spreadsheets to calculate and review annualized cost, payrolls, and detailed budget amounts. Incumbent prepares status of funds and status of obligations reports for monitoring expenditures levels against funded plans, and advises the FMO and other contacts of available balance periodically. Contacts FMO and accountants to resolve problems.

**VIP support and ULO validation 20%**
Works with Visitor support unit for funding and budget reporting requirements for TDY visits. Incumbent is the point of contact in FMC regarding the issues of Momentum, COAST, and other system or application issues related to FSC Bangkok. Coordinate closely with post accountants, Bangkok accountant, Grant representative officers, GSO procurement team and IRM team for ULO validation process quarterly for post held allotments.

**Other responsibility 20%**
Prepares LES pay list to MFTB bank every bi-weekly.
Updates Debtor/Creditor for non-cashier vendors. Modifies for change of new bank information whenever necessary for EFT and assumes responsibility for timely, accurate EFT information.
Perform other duties or special projects as assigned by the supervisor and the Financial Management Officer.

Back-up for Financial Mgt. Analyst.