

**BUDGET ANALYST FSN-9/FP-5
VACANCY ANNOUNCEMENT 16/09/51**

MAJOR DUTIES AND RESPONSIBILITIES

25% of Time:

1. Budget formulation duties.

- Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs for one or more future budget years. Provides management officials with procedural and regulatory guidance concerning availability of or limitations on the use of funds.
- Formulates and executes the Operating Budget for MSG and assists in the preparation of the ICASS budget, applying judgment in order to approve or disapprove a wide variety of documents such as: purchase orders, contracts, travel authorizations, and allowances. Analysis requires an extensive knowledge of U.S. government regulations, financial, auditing criteria, and software applications. Responsible for the following allotments:
 - ICASS: Including 3 different allotments: Traditional Bureau; ICASS OBO and ICASS LGP. (\$10 million U.S. Dollars.)
 - Responsible for the compilation and auditing of the ICASS workload counts for 30 Cost Centers and for 30 Customer Agencies, for the preparation of the ICASS budget.
 - Perform projection of Prior Year recoveries, carry-forward amounts and authority transfers, to be included in the ICASS budgets.
 - Provides actual spending amounts and projected requirements and recoveries for specific budget line items.
 - MSG: Prepares budget of approximately \$200,000 U.S. Dollars.
 - Works closely with the American FMO and FSN Financial Specialist to review and consolidate data for the annual budget submissions to headquarters.

25% of Time:

2. Financial planning duties:

- Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Assures that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations.
- Conducts financial analysis for handled accounts, stressing control over funding. Executes the operating budget for handled accounts.
- The employee prepares increase/decrease adjustments to maintain the funding levels accurate and up-to-date in accordance with the program needs arisen during the fiscal year.
- Prepares financial plans, mid-year and quarterly reviews, and reprogramming of budget distribution to meet financial requirements according to priorities of spending, reporting these changes. Maintains direct contact with all Management Officers at Post as well as CFCS Accounting and Payroll officers, in support of management, budgeting, and accounting duties. Complies with officer requirements to provide offices with weekly and monthly reviews of RFMS/M 60/62 reports for officer information and reviews.

40% of Time:

3. Allotment accounting duties:

Identifies differences between proposed changes to internal operating programs and projected spending for those programs. Recommends actions to accommodate differences. Identifies relationships between projected major program changes and the projected budget. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares special analyses of fund expenditures as necessary. Evaluates the effect of cost and program changes on the budget execution process.

- Performs the allotment accounting functions using the RFMS/M Direct Connect accounting system that includes the recording of all financial transactions through funding and obligation entries.

- Performs daily, monthly, and quarterly reviews transactions. Reviews un-liquidated balances and status of obligation reports for current and prior fiscal years to determine the validity of the outstanding open balances.
- Pre-audits a wide variety of financial documents, including purchase orders, travel orders, contracts and vouchers in order to obligate appropriated funds, using ARIBA and E2 systems.

5% of Time:

4. Financial reporting duties:

- The employee is responsible for preparing financial status reports to be used by the various responsible fund holders. Generates and reviews RFMS/M 60/62 report for all handled accounts for accuracy.
- The incumbent is responsible for preparing the FMO related workload counts each year under ICASS.
- The incumbent is responsible for auditing and preparing the summary ICASS workload counts module from workload data received from 30 Cost Centers (service providers) and for 30 Customer Agencies.

1% of Time:

5. Other duties as assigned, including:

- Prepares cables, correspondence, and e-mails as needed.

4% of Time:

6. Back-up functions:

- In the absence of Budget Analyst N53101 employee performs as back-up responsible for all assigned work areas.
- In the absence of the Financial Specialist N53001, employee performs back-up duties as needed.