

**BUDGET ASSISTANT – MAAG  
VACANCY ANNOUNCEMENT 15/10/79**

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Budget formulation duties: 25%

- Serves as a Budget Analyst performing routine and recurring administrative duties. Work performed by the incumbent supports budget formulation/execution and funds control in the MAAG, in support of mission requirements.
- Reviews assigned programs, accounts, and elements of resource of budget estimates for compliance with budget instructions and guidance. Extracts and consolidates budgetary data by appropriation, program, accounts, and elements of resource. Enters data into and completes assigned manual and automated budget forms, schedules, and reports in accordance with budgetary instructions. Cross-checks the accuracy of budget and program data in related budgetary forms and schedules. Reports inconsistencies to supervisor for resolution. Prepares special back-up material and budget reports.
- Works closely with the Financial Specialist assigned to support the MAAG and USSOUTHCOM Budget office to review and consolidate data for the annual budget submissions and end of FY closeout.
- 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
- Formulates, executes and assists the MAAG Chief in the preparation of the ICASS budget for sections that require budget support from the MAAG.

2. Allotment accounting duties: 25%

- Incumbent will certify funds availability as key fund control before goods and/or services are ordered for the MAAG based on funding authorizations that allow incurrence of obligations for which the U.S. government will make a payment. Additionally, incumbent will provide certification of vouchers for payment. Incumbent must attest to a certifying official that payments for vouchers are correct and proper for payment. Incumbent will be appointed on a DD 577 form to make certifications.
- Determines appropriate action to complete budgetary transactions in accordance with applicable procedures, guidelines, and regulations. Evaluates budgetary records and reports to ensure fund availability; and applies pertinent fund citations to documents. Reviews billing documents to ensure they are properly substantiated and accurate. Determines the proper appropriated program, account, and element of resource to be charged. Checks budgetary records to ascertain availability of funds to support

payments. Requests that appropriate offices verify the receipt of services and supplies. Transmits billing documents related to reimbursable programs to servicing finance and accounting offices for payment. Coordinates and resolves problems with applicable governmental personnel.

- Identifies differences between proposed changes to internal operating programs and projected spending for multiple DOD programs. Recommends actions to accommodate differences. Forecasts shortfalls and actions necessary to accommodate the changes. Assist the USSOUTHCOM Budget office evaluate the effect of cost and program changes of the budget execution process.
- Performs daily, monthly un-liquidated balances prior fiscal year's 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 DoD systems.

### 3. Financial reporting duties: 25%

- Maintains budgetary records to ensure the currency, accuracy, and compliance with guidelines. Resolves discrepancies between financial, budgetary transactions, records, and reports or problems associated with complex or nonstandard transactions.
- Reviews, extracts, compiles, and summarizes budgetary data, both workload and costs, from historical reports and current records. Assesses budget and program execution. Prepares recurring reports which portray actual versus planned obligations, expenditures, workload and percentage of deviation for specified programs, accounts, and elements of resource. Reports discrepancies to supervisor. Compiles and prepares other statistical data to support special studies and briefings of senior resource management personnel.

### 4. Other duties as assigned, including: 20%

- Performs additional MAAG administrative duties as assigned
- Prepares reports, letters, and e-mails as needed.

### 5. Back-up functions: 5%

- In the absence of the Voucher Examiner, employee performs back-up duties as needed.