

## JOB DESCRIPTION

<i>For Human Resource Use Only:</i>	
<b>Job Title:</b>	<i>Budget Analyst</i>
<b>Position Classification:</b>	<i>Exempt</i>
<b>Position Type:</b>	<i>Full Time</i>
<b>Reports To:</b>	<i>Project Manager</i>
<b>Location:</b>	<i>Silver Spring, Maryland</i>
<b>Contract:</b>	<i>National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS)/Office of Central Processing</i>
<b>Security Requirements:</b>	<i>Background check required</i>
<b>Education Requirements:</b>	<i>Bachelor's degree required</i>
<b>Years of Experience:</b>	<i>8+ of experience required</i>

<i>For Advertisement:</i>	
<b>Job purpose</b>	
<p>Joint Technology Solution, Inc. is currently seeking a Budget Analyst to support The National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS)/Office of Central Processing (CP) and the Office of Science and Technology (STI) require project management and business support to enable it to carry out its mission.</p>	
<b>Duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• Reviews, analyzes, and evaluates business systems and user needs.</li> <li>• Formulates systems to parallel overall business strategies.</li> <li>• Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs.</li> <li>• Familiar with related computer software/programs used to perform job functions.</li> <li>• Work with management to develop the organization's budget.</li> <li>• Review budget proposals for completeness, accuracy, and compliance with laws and other regulations.</li> <li>• Review and monitor various financial reports to ensure accurate spending.</li> <li>• Estimate future financial needs. Monitor organizational spending to ensure that it is within budget.</li> <li>• Research pending federal legislation trying to determine what National Weather Service (NWS) funding will be for the upcoming year along with any new legislation that may affect NWS.</li> <li>• Monitor travel usage to ensure that only authorized travel is incurred and expenditures stay within the budgeted amount. Designed travel cost tracking system which was adopted for use throughout the</li> </ul>	



National Weather Service.

**Qualifications**

- Bachelor's degree in Finance, Accounting, Economics or Business Administration.
- Minimum eight (5) + years of experience within a finance, accounting or business role is required.
- Seek, learn, and apply new skills/knowledge to perform job responsibilities.
- Attentive to detail with a high level of accuracy; exercise sound judgment.
- Resourceful, diplomatic, and professional; deliver outstanding customer service a can-do attitude and work style that supports teamwork collaboration and positive relationships.
- Adaptable; be able to shift priorities and focus as departmental and/or business demands change.

Approved By:	
Date Approved:	
Reviewed:	