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Budget Analyst

Position ID: 2016 – EM– 612

Position Location: Springfield, VA

Duration of Position: Full-Time

Budget Analyst

Security Clearance **(TS/SCI Clearance REQUIRED)**
TS/SCI with Polygraph (desired or obtainable)

Need Date: Immediate

Intelligence Consulting Enterprise Solutions, INC. is looking for a Budget Analyst.

Description:

Support to assist with budget execution and the forecasting and analysis of workforce/program trends.

Duties:

- Provide support for forecasting and the analysis of workforce and program trends.
- Assist with developing resource, strategic, and process improvement plans and participate in proposing and defending program plans and communicating results to customers.
- Possess a clear understanding of position management and an understanding of Directorate's mission requirements and the ability to depict the skills required for the mission in the future years.
- Play an active role in supporting manpower planning, and advise the government on requirements, policies, and implications of various courses of action.
- Be responsible for monitoring manpower of a particular department/office of the Directorate, analyzing issues, and prepare briefings/recommendations presented to all management levels.
- Support efforts to develop and implement strategic workforce plans and contribute to special analyses and reports dealing with a myriad of workforce issues.
- Use the appropriate databases to process personnel actions and track status.
- Assist with budget execution support to the Directorate.
- Use knowledge of financial management, Directorate requirements, and various financial databases to assist in the allocation/execution of funding.
- Provide support in the spend plan and obligation plan developments.
- Assist in analyzing execution data, help shape office budget policies and prepare briefings related to budget activity.

Required Qualifications:

- Maintain/Update documentation that affects manpower position management.
- Coordinate position management changes within organization to ensure changes are justified.



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- Provide manpower responses, reports, and justifications to tasker requests.
- Performed independent research and data collection related to workforce planning to include civilian manpower resources, Program Objectives Memorandum (POM and Intelligence Program Objectives Memorandum (IPOM), Public Sector Budget (PSB), Congressional Budget Justification Book (CBBJ) and measurement assessments.
- Ability to execute operational and program funding.
- Ability to manage and maintain budget execution information.
- Knowledge of budget execution to include commitment, obligation and expenditure processes.
- Research, maintain and present current and future budget analysis in the form of briefings to all management levels to support budget decisions.

Active TS/SCI clearance is a minimum requirement for this position.

Desirable Qualifications:

- Provide budget responses, reports, and justifications to tasker requests.
- Interface with Directorate Staff, Directorate senior leaders, and other senior leaders/staff.
- Knowledge of the Customer's budgetary processes and execution is desirable but not required.
- Convey technical topics both verbally and in writing.