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Budget Analyst

Position ID: 2017 – EM – 627

Position Location: St. Louis

Duration of Position: Full-Time

**Security Clearance TS/SCI
(TS/SCI Clearance REQUIRED)**

Need Date: Immediate

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

Description:

- Provide budget and accounting support through the life cycle of the N2W program, a mega Military Construction (MILCON) project (planning, programming, design, construction, transition to operations, deployment and operations & maintenance).
- Support meetings, recurring reporting requirements (e.g. Weekly Act Reports) and forums as directed by N2W PMO.
- Support financial document preparation and routing, following all pertinent Department of Defense (DoD) and NGA financial regulations.
- Participate in and assist with the N2W annual spend plan development.
- Monitor execution and track invoice payments.
- Utilize GEO-F (NGA's financial management system), and GEAR (NGA's financial reporting system), to track execution of MIPRs, unpaid invoices, and posted authority.
- Create documents and flow charts for office procedures that will be used in the official audit plan.
- Support identification and resolution of accounting issues with USACE and the NGA finance office.
- Run DTS status reports to ensure that all N2W TDY trips are reflecting the proper travel tag and these costs are accurately reflected in GEO-F.
- Support audit related efforts/reviews to ensure N2W is established and ready for audit.

Required Qualifications:

- Bachelor's degree in a related field and 4 years of experience/2 years of specialized experience.
- Demonstrated experience in the area of Budget, Finance, and Accounting within the federal government.
- Demonstrated experience in audit, preparing for audit, and resolving audit findings within the federal government.

Desired Qualifications:

- Graduate degree in a related field.
- Knowledge/experience working in the Intelligence Community (IC).
- Develop and present technical presentations to NGA management.
- Experience with GEO-F and DTS is desired.
- Knowledge of federal accounting policies/regulations.
- Knowledge of federal appropriations law.