



Job Description

Position: Budget Analyst

Supervisor/Manager: VP, Operations

Position Type: Full Time Hourly

OVERVIEW

Assists architecture and engineering project teams with the creation, organization, and maintenance of project budgets. Responsible for reviewing and processing project invoicing according to contractual terms, evaluating labor costs actual to budget and noting variances. Computes and evaluates chargeability of labor hours, evaluates project expenses, and computes current and future project receivables. Responsible for evaluating contracts in relation to estimating revenues and expenses and assists in creating and maintaining labor billing rates. May assist project managers in the collection of receivables.

ESSENTIAL RESPONSIBILITIES

1. Project Budget Analysis:
 - a. Responsible for creating and validating projections.
 - b. Computes and evaluates chargeability of labor hours.
 - c. Evaluates project expenses and computes current and future project receivables.
 - d. Reviews and processes invoicing according to contractual terms.
 - e. Creates and maintains project management reports.
 - f. Creates job cost reports throughout the project life cycle.
 - g. Notifies project managers and company executives of projects in jeopardy of exceeding available budgets.
 - h. Prepares for, attends and participates in weekly meetings.
2. Contract Analysis:
 - a. Evaluates contracts to identify financial commitments and deliverables.
 - b. Assists in creating and maintaining labor billing rates.
 - c. Identifies phases, tasks, deliverables, and projected design hours by project phase.
 - d. Identifies and records subconsultant, contract labor, travel, and other expenses related to project.
 - e. Establishes project and related budget within Deltek Vision, the project planning, management and accounting software.
 - f. Identifies non-contractual services requested or required and the associated budgetary impacts.
3. Reviews timecards and ensures time is correctly entered into the corporate accounting system by project personnel.
4. Researches, evaluates and reports project financials to executive management.

QUALIFICATIONS/COMPETENCIES

1. A strong accounting or bookkeeping background with experience in creating and managing spreadsheets, developing and interpreting reports, and a meticulous attention to detail.
2. Understanding of project management and accounting, including billable time, utilization, chargeability, billing rates, and project fiscal management.
3. Able to read and understand contracts. Experience with federal contracting preferred.

4. Advanced proficiency in MS Excel, MS Word, MS Outlook, and MS Project, and an ability to learn and utilize several computer software programs. Experience with professional office or construction company job costing implementation desired. Experience with Deltek Advantage and/or Deltek Vision software a plus.
5. Strong communication skills, written and oral.

REQUIRED EDUCATION AND EXPERIENCE

1. 3 years' experience in budget management within a consulting business preferred.

SUPERVISORY RESPONSIBILITIES

None

WORK ENVIRONMENT

This job operates in an office setting. This role routinely uses standard office equipment such as computers, multi-line phones, multifunctional printing devices, filing cabinets and fax machines.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is largely a sedentary role. Heavy use of computers, monitors, and keyboarding.

EXPECTED HOURS OF WORK

Standard workdays and hours are Monday through Thursday, 7:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. Evening and weekend work may be required as job duties demand.

TRAVEL

This position does not require travel.

WORK AUTHORIZATION/SECURITY CLEARANCE

Must be able to work in the United States.

AAP/EEO STATEMENT

As a federal contractor, we are an Equal Opportunity Employer for Minorities, Females, Protected Veterans and Persons with a Disability. Qualified applicants will be considered for employment without regard to race, color, sex, national origin, religion, age, marital status, veteran status, sexual orientation, disability, genetic information or other characteristic protected under applicable Federal and State laws.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.