

Budget Analyst

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES As Budget Analyst for the Metropolitan Washington Airports Authority (Airports Authority) assists the Budget Officer in the performance of a wide range of budgetary review and analysis functions in the formulation, justification, presentation, and execution of the Aviation and Dulles Corridor operations and maintenance (O&M), Capital Construction Program (CCP), Capital Operating and Maintenance Investment Program (COMIP), Renewal and Replacement Program (R&R), and the Dulles Corridor Capital Improvement (DCCI) portions of the Airports Authority's annual budget and multi-year plans. Assists in the calculation of rates and charges (including landing fees, space charges, etc.) for air carriers and tenants.

--Assists in the preparing initial budget-year estimates for various offices and other program managers on budget-year estimates and financial plans, as required. Participates with staff in the Office of Finance in using economic assumptions for budgeting, and in identifying changes or trends impacting expenses and revenue for future years, e.g., personnel costs, travel, new equipment and new services. Reviews the validity of numbers provided and works toward an overall budget-year estimate. Drafts project descriptions for the annual budget.

--Assists with the monitoring of current year spending and preparation of the monthly budget analysis reports.

--Assists in consolidating estimates for the Airports Authority budget and supports the Budget Officer in developing recommendations to accept or deny variances from the previous year consistent with the Airports Authority's long-range and current plans and program objectives. Consults with budget preparers in originating offices. May consult with Airports Authority managers about status of operating programs and reasons for certain budget requests. Edits proposed budget data for accuracy, style and readability. Prepares highlights, statistical charts and graphs for the Budget Officer in support of budget presentation. Responds to specific requests for back-up material related to the O&M funds.

--Reviews periodic reports on the status of current year financial plans. Assists in formal quarterly reviews by providing information such as delays in the procurement of equipment, cost overruns, increasing trends, new services and projects, etc. Works with the Budget Officer on sensitive issues and recommendations for budget modifications. Assists in determining the quarterly distribution of funds. Reviews procurement requests for correct account codes and funding availability.

--Works with the Budget Office staff to assemble, organize, and produce the capital sections of the Authority's annual budget. Assists with the coordination of the annual Capital Budget Planning process with the Engineering Office, Finance Office, and the Executive Offices. Monitors, solves problems with, updates, and prepares budget estimates and expenditures for the Authority's capital budgets. Prepares a variety of reports covering the status of funds, expenses and obligations. In accordance with established levels of decision-making, takes or recommends

appropriate budget reconciliation action which may include moving funds from one project to another within a bond fund or moving projects between bond funds, as appropriate.

--Coordinates with professionals and management officials within the Airports Authority (budget, accounting, engineering, etc.) to assure that budget information is up to date, analyzes discrepancies and recommends resolutions.

--Enters and verifies budget data using the Authority's ERP system and serves as co-administrator for the Hyperion Budget Planning module. Ensures data is current and correct and that it is coded appropriately.

--Assists with the monitoring of the use and rate of expenditure of funds budgeted under the capital budgets. May analyze budget submissions by the airports; compile, consolidate and summarize data as necessary for reports; and take or recommend appropriate budget reconciliation action in accordance with established policies and procedures. Works with the Encumbrance module in the Airports Authority's accounting system. Analyzes the budget in detail, (e.g. encumbered, pre-encumbered, and balance of projects).

--Monitors expenditures by updating budget estimates with actual figures from accounting reports. Reviews various purchase requests (PRs) for proper coding and compliance with approved funds. Approves capital budget procurement requests for correct accounting codes and adherence to forecasted project expenditures. Refers items of interest to the Budget Officer.

--Assists with performing budget and financial analyses in using and maintaining statistical models required by the Airport Use Agreement and Premises Lease (Agreement) for computations of rates and charges, Airports Authority financial forecasts, and bond-sizing needs related to the CCP. Assists in developing mathematical equations for determining rates and charges for individual contracts with tenants of outlying buildings.

--Assists with producing rates and charges (landing fees, rental of terminal space, passenger fees, aircraft parking charges, Washington Dulles International Airport (IAD) jet apron fees, equipment charges, passenger conveyance charges, etc.) in accordance the Airport Use Agreement and Premises Lease. May assist with developing the methodology for determining separate rates and charges for tenants in air cargo buildings, hangars, air mail facilities, fixed-base operator, commercial buildings, etc., according to the requirements of individual contracts. In addition, assists with developing methods of billing individual air carriers for new service/facilities pertaining to only one carrier, e.g., develops O&M estimates based on proposed usage of new facility and how that usage impacts the need for electricity, gas, hot water, police and fire protection, administrative overhead costs, etc., including amortization of construction costs over a period of several years; backs-out figures for the new facility from the results produced for the terminals.

--Reviews reassignments and changes in authorized staffing when there are no significant changes in salaries; computes costs for requests to substitute a high-grade job for an authorized low-grade job. Documents reasons for over-staffing. Coordinates as appropriate.

--Assists Budget Officer in special analyses and prepares reports, as requested, including developing

information from background files. As required, coordinates work with accounting personnel and program budget analysts in resolving conflicts or clarifying data.

--May drive a sedan, SUV, or other passenger vehicle to attend meetings and conferences.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all four of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in any field providing a strong foundation for success in the DUTIES in this job description, or an equivalent combination of education, experience, and training that total four years.
2. Four (4) years of progressively responsible in finance/accounting that include substantive work in most of the DUTIES in this job description, to include:
 - a. Experience in performing financial analyses including the use of mathematical and statistical models, and
 - b. Experience in utilizing general accounting spreadsheets; monitoring and tracking expenditures; reconciling budget expenditures.
3. Proficiency in the use of spreadsheets for financial purposes, e.g. financial planning, budgeting, tracking expenditures, etc.
4. Experience working with a financial management tool/system for budgeting and/or tracking expenditures.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. General accounting knowledge, to identify changes and trends in costs/expenditures for economic assumptions for budgeting, and to identify items that might impact future expenses and revenue and to perform related functions.
2. Experience in governmental/municipal operating and capital budgeting or finances.

3. Knowledge of, and skill in using, Oracle and Hyperion Planning for budgeting.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Any local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job; ability to rapidly acquire them is required at application/placement.*

1. Knowledge of budgeting to participate in the review and development of instructions, assist managers in the preparation of budget requests and financial plans; review and edit budget data; and recommend acceptance or denial of variances from previous year.
2. Knowledge of Airports Authority programs, organization structure and operations to relate commitments, operations and accomplishments to budgetary obligations and expenditures and the need for reprogramming actions and adjustments in budget plans.
3. Knowledge of the Airports Authority's accounting and budget practices to define cost centers, update and/or reconcile data in statistical models with accounting and auditor's reports and assist in developing the Airports Authority's annual budget.
4. Skill in problem solving to identify, select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying, developing and implementing effective, durable and practical quantitative budgetary and financial relationships between the Airports Authority's overall mission and its budget to analyze cost-benefit ratios of alternative budget and program actions, determine where funding and staffing adjustments may be made, develop economic assumptions and use statistical models, calculate rates and charges, and write or edit narrative explanations in support of budget-related forecasts.
5. Skill in using a computer and other electronic devices and media to communicate, plan, calculate, work process and perform other functions, with strong emphasis on financial - spreadsheets and databases. This includes skill in using specialized budget and accounting software.
6. Knowledge of the Airport Use Agreement and Premises Lease to properly compute rates and charges.
7. Interpersonal skills to interact with personal contacts in a customer service-oriented, businesslike manner.
8. Skill in oral communication to understand verbal information (facts, policies, etc.), and to express such information verbally so that others will understand, and in certain circumstances, be convinced. This includes skill in encouraging effective oral communication by others concerning budget needs, spending, etc.

9. Skill in written communication and ability to understand written information (facts, policies, etc.), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced. This includes skill in the review of the written work of others, such as budget justifications.

RESPONSIBILITY Is responsible for working with the more senior members of the Budget Office in a wide range of review and analysis functions in the formulation, justification, execution and review of the Airports Authority's annual budget, including the calculation of rates and charges. The work assists Airports Authority's managers obtaining the funds needed to accomplish their respective missions and stay within approved budgets; ensures that Airports Authority's funds are neither over- nor under-obligated; and that air carriers are correctly charged under the Agreement.

Reports to the Budget Officer, but may also receive assignments from more senior members of the Office. Assignments are provided with some detail of purpose and objective, goals and key issues for special projects, and priorities and time frames for time-sensitive tasks. Time frames for the completion of assignments are discussed and decided with the incumbent; deadlines for completion of the work are normally linked to deadlines within the Airports Authority's budget cycle. Incumbent is expected to work independently on routine items keeping the supervisor informed of any sensitive situations/problems. The incumbent, however, is expected to present recommendations to presented situations/problems to the Budget Officer or a more senior member so that they can be provided to the Deputy Chief Financial Officer and Chief Financial Officer, as necessary.

The supervisor reviews the work in progress and works with the incumbent to resolve especially difficult technical problems or issues which impact established policy or the Office. More straightforward and routine work may be reviewed upon completion for timeliness, accuracy, quality, and completion of objectives, along with other factors, including PMP goals and measures.

Guidelines include accounting and payroll policies and procedures, the annual Budget Preparation Handbook, the previous budget, budget reference books, authorized staffing levels, Airport Use Agreement and Premises Lease, Chart of Accounts and software manuals. The incumbent uses initiative own body of knowledge in selecting, applying and in some cases may recommend adjustments to budget guidelines for O&M activities, which may include the payment of personnel salaries, benefits, travel, training, transportation, etc.; and assist in developing alternative budget solutions.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze data, develop graphics and spreadsheets, and perform other tasks; operates other office equipment. Routinely exchanges information by telephone. Regularly reviews financial documents and reference materials that contain small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in a well lighted, ventilated and temperature controlled office and conference rooms. Is subject to some job pressure from tight deadlines, changing priorities, etc. during peak periods typically linked to budget cycles.

OTHER SIGNIFICANT JOB ASPECTS May need to work significant amounts of overtime, including some Saturdays, Sundays and Holidays, during peak periods typically linked to budget cycles.