

BUDGET AND FINANCIAL ANALYST II

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Under general supervision, performs a variety of assigned duties that includes:

1. Provide budget analysis, financial planning, and forecasting efforts for federal government agencies.
2. Assist with the development and management of comprehensive budget plans, including budget formulation, justification, and execution.
3. Analyze and interpret government budget documents, including the President's Budget, Congressional Budget Resolutions, and Appropriations Acts.
4. Provide guidance on government budget processes, procedures, and regulations (e.g., OMB Circulars, FAR, DFARS)
5. Collaborate with program managers to develop and manage contract budgets, including budgeting for labor, materials, and subcontractors.
6. Conduct financial analysis and provide recommendations to management on budget-related matters.
7. Develop and maintain complex financial models and spreadsheets to support budget analysis and forecasting.
8. Communicate effectively with government clients, program managers, and finance team members.
9. Ensure compliance with federal regulations, company policies, and standard operating procedures. Supports budget formulation and budget execution activities.
10. Prepares regular and special budget reports and analyze monthly department budgeting and accounting reports to maintain expenditure controls.
11. Determines the feasibility of automating government financial business practices.
12. Assist in defining and executing governmental financial business practices and incorporate the defined processes into an automated solution
13. Must be able to communicate with both IT- and financial-oriented individuals to document the flow, recommend opportunities, influence recommendations, and serve as the liaison between the financial specialist and automation specialist that do not have both disciplines.

14. Applies sound accounting and data processing principles while developing automated processes to fit an existing financial application.

Required Qualifications:

- BS/BA degree in business, management or related field (or equivalent) plus approximately 4 years of related experience.
- Deep understanding of government budget process, including formulation, justification, and execution.
- Proficiency in Microsoft Office, particularly Excel, and financial management software.
- Experience in working, managing, and manipulating large datasets in Excel.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays