

BUDGET AND FINANCIAL ANALYST IV

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.
10. Supports budget formulation and budget execution activities.
11. Prepares regular and special budget reports and analyze monthly department budgeting and accounting reports to maintain expenditure controls.
12. Ability to lead a team of financial management professionals.
13. Possess a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).
14. Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met.

15. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards.
16. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later.
17. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates.
18. Can present material before oversight authority for the client and/or prepare Program Managers for briefings and presentations.
19. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements.

Required Qualifications:

- BS/BA degree in business, management or related field (or equivalent) plus approximately 8 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