



Northern Border Regional Commission

Location: This is a fully remote, work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York, or Vermont).

Position Title: Budget Analyst

Supervisor: Executive Director

Travel Requirements: Periodic travel within the NBRC's territory for stakeholder, staff, and Commission meetings.

POSITION SUMMARY

The Budget Analyst is responsible for tracking appropriated and non-appropriated NBRC funds; maintaining accurate and timely records of the status of allocations and transfers of funds for programs and administrative accounts; and for preparation of associated budget execution and similar reports. The position is also responsible for providing the NBRC Executive Director and Administrative Officer with budget related data and reports for program management.

ROLES AND RESPONSIBILITIES

Budget Analyst responsibilities include:

- Serve as primary liaison with the NBRC's Shared Services Provider and accountancy function housed at GSA Pegasys. This includes review, analysis, and preparation of internal reports based on data received from monthly Accounting History, Cash, and Org Status reports.
- Monitors the execution of a budget with different sources and types of funding, such as direct multiyear appropriations, allotments from different appropriations, transfers of funds (to and) from other agencies, state-based administrative funds, and de-obligations.
- Prepares projected funding needs, and assures that data are formally and accurately documented across multiple schedules and reports.
- Identifies and analyzes trends in the receipt, obligation, or expenditure of funds to ensure that objectives of the annual financial plan are being met on a timely basis, and that funds are available and being properly and effectively used to support program objectives.
- Provides advice and reports to program managers and NBRC management on amounts and types of funding available, time-frames in which funds are available or must be used, and the effects of major expenses on the budget.
- Research current funding and obligation status to calculate, prepare and present apportionment request to NBRC management for submission to OMB.
- Ensures consistency between SF-133 and SF-132, Apportionment and Reapportionment schedules.
- Gathers relevant data to satisfy reporting requirements to OMB and Congress; supports entry of these data into the MAX database.
- Performs a variety of budget operations and administrative tasks to support obligation and de-obligation of funds, and transfers to other Federal agencies.
- Assists in the documentation and compilation of audit working papers and files.

- Responsible for safeguarding personal and confidential information contained in the various systems used by the incumbent.
- Keeps abreast of changing regulations and maintains thorough working knowledge of applicable laws, rules and decisions, etc.
- Documents and maintains current processing procedures related to GSA Pegasys.
- Processes payroll with 3rd party payroll provider, for non-Federal employees.

Other tasks: The Budget Analyst will support other Commission functions as needed, such as special ad hoc reports that may be required by the NBRC's stakeholders or internal management.

REQUIRED SKILLS AND EXPERIENCE

The Budget Analyst will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will hold a Bachelor's degree (and potentially a Master's degree in a relevant field) and 3-5 years prior experience in a relevant field:

- Knowledge of Federal budget accounting.
- Knowledge of Federal Accounting systems.
- Knowledge of OMB circulars governing Federal obligations.
- Knowledge of United States Standard General Ledger (USSGL) and crosswalks to ensure proper preparation of the financial reports.
- Knowledge of advanced Microsoft EXCEL.
- Knowledge of automated accounting systems, the techniques used to maintain and analyze accounting data, accounting terminology, coding structures, and the procedures necessary to maintain records in the system.
- Familiarity with GAO, OMB and Treasury regulations and procedures for accounting and financial reports.
- Skill in identifying, categorizing, and analyzing quantitative data in order to prepare accounting and financial reports.
- Skill in using automation to input, correct and retrieve data, and to design custom reports.
- Ability to analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones.
- Ability to analyze financial and budgetary relationships to develop recommendations for financial and/or budgetary actions.
- Ability to communicate with a diverse group of stakeholders; excellent written and oral communication skills.

This is a full-time role, defined as 40 hours/week. The determined salary range for this role is set at \$80,000 – \$90,000 depending on the skills and experiences of the successful candidate (for internal equity, NBRC cannot engage in salary negotiations outside of this range). This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Molly Taflas, Deputy Executive Director, mtaflas@nbr.gov. Please *do not* include photos or social media links with your application materials.

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs or terminations are decided on the basis of qualifications, merit, and business need.