



Budget Analyst
Office of Response and Restoration
Silver Spring, MD

Freestone Environmental Services, Inc. (www.gofreestone.com) a multi-disciplinary consulting firm, seeks a talented individual to serve as a Budget Analyst to support the National Oceanic and Atmospheric Administration's (NOAA) Office of Response and Restoration (OR&R - www.response.restoration.noaa.gov). OR&R is a program office that responds to threats in order to protect and restore coastal resources. To do this OR&R provides interdisciplinary scientific response to releases of oil, chemicals, and contaminants, protects and restores NOAA trust resources, and promotes the protection and restoration of coral ecosystems.

The Budget Analyst will be a team member of the Business Services Group division within OR&R. The Business Services Group provides OR&R with budget and administrative support. It is a team-oriented and collaborative work environment.

Responsibilities

- Provide budget tracking and analysis. This will require the individual to use and enter data into office-specific information systems.
- Research and query budget data and expense information.
- Prepare materials for responses to various budgetary questions.
- Play an integral role in the budget planning process.
- Provide analysis on pending obligation commitments for grants and contracts and accurately report the information to key personnel.
- Maintain and coordinate project code information.
- Help create and maintain an office policy and procedures manual.

Qualifications

- Bachelor's in business administration or related field.
- Strong knowledge of the budgetary process and analytical skills.
- Technical proficiency with Microsoft Office programs.
- Strong organizational skills and attention to detail.
- Self-motivated energetic strategic thinker.
- Ability to work well individually and cooperatively with a range of individuals.
- Ability to work on several projects simultaneously and to shift priorities as needed.
- Knowledge of Federal Budget Execution and Commerce Business System (CBS) is a plus.
- Familiarity with NOAA policies, procedures for budget and finance is highly desirable.

To Apply

Please submit your resume, the contact information for three (3) references, Freestone application form (<http://www.gofreestone.com/careers>), and a cover letter explaining how your qualifications meet the requirements of the position to: jobs@gofreestone.com with the following subject line: **NOAA Budget Analyst.**