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| **Job Title** | *Program and Budget Analyst*  |
| **Department** | *Homeless Prevention Programs*  |
| **Reports to** | *Director Strategic Initiatives*  |
| **Location** | *Washington, DC* |
| **Position Type** | *Regular, Full-time* |
| **Exemption Status** | *Non-Exempt*  |
| **EEO Classification** | *5700* |
| **Date** | *February 2022* |

**General Summary**

The Program and Budget Analyst is part of a large Rapid Rehousing for Families Program (FRSP) that provides short-term rental assistance to families at risk of homelessness and will be responsible for conducting complex analyses pertaining to program implementation, evaluation, and financial management. The incumbent will be responsible for developing financial and program reports and will be tasked with identifying program specific trends to support senior management in overseeing effective program management and implementation. The Program and Budget Analyst will also be responsible for monitoring compliance with financial, administrative and service delivery requirements. The incumbent is expected to be responsive to senior management and vendor communication and support senior management with special projects.

**Essential Duties and Responsibilities**

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Provide business process analytics support for the FRSP program. Review program requirements, identify gaps, document end-to-end business processes and workflows, create standard operating procedures (SOPs), work instructions, and desktop guides.
* Conduct data analysis for various components of the FRSP program, and review compliance with all applicable budget legislation, regulations, policies, etc.
* Conduct gap analysis and root cause analysis to provide data for program performance improvement; utilize existing data analysis tools to create dashboard reporting and monitoring.
* Collect and analyze data necessary for financial formulation related to FRSP program to enable decision making by senior management team.
* Assist with coordination, preparation, planning, and justification of annual budget cycle in the Planning, Programming, Budget, and Execution Process (PPBE) to include schedules, training, briefings, and meetings.
* Examine prior budgets and data to identify trends and provide recommendations for future years programs and projections. Analyze reports that oversee spending to ensure compliance with the budget and determine whether changes to funding levels are needed for future years.
* Draft communications on behalf of the senior management team, prepare executive level presentations and reports.

**Qualifications**

* Bachelor's Degree with relevant coursework and/or training, such as accounting, program management, data analytics, or similar areas (Master’s Degree preferred)
* Working knowledge of Federal Government Budgeting and associated processes
* Minimum of 5 plus years experience in the federal government, or public sector, familiarity with the PPBE processes
* Ability to manage to multitask projects of high complexity
* Possess strong organizational skills to evaluate workload, set priorities, and meet mission requirements
* Proficient in Microsoft Excel, PowerPoint, Word, Outlook. Experience in developing, applying and improving qualitative and quantitative performance measures
* Experience with data analytic methods and tools, such as Tableau, Smartsheets etc.
* Superior professional written and oral communications skills.

**Working Conditions**

While performing the duties of this job, the employee works regularly in an office setting.

**Physical Requirements**

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. May need to lift files or packages periodically.

**Other Duties**

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer.

**Direct Reports**

None

**Signature**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Approved By:** |  |
| **Date Approved:** |  |
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