

JOB TITLE: Budget Analyst

AGENCY: The Federal Protective Service

SERIES & GRADE: GS-0560-13

POSITION INFORMATION: Full Time Permanent

DUTY LOCATIONS: Multiple Locations:

- Washington, D.C.
- Atlanta, GA

DUTIES:

- Perform a wide variety of administrative and analytical duties connected with the review, justification of the organization's budget.
- Adapt to changing conditions while completing revenue, financial and budget assignments on time.
- Supports revenue billing and collections regarding late and delinquent payments.
- Organizes both quantitative and qualitative data, providing clear and accurate analysis.
- Identifies revenue trends and measures of results against budgetary and revenue goals.

QUALIFICATIONS REQUIRED:

To qualify at the grade GS-13, applicants must have at least one full year of specialized experience comparable in scope and responsibility to the GS-12 level in the Federal service (obtained in either the public or private sectors). This experience must include activities such as 1) adapting to changing conditions while completing revenue, financial and budget assignments in a timely manner with occasional supervision; 2) supports the revenue billing and collections process regarding late and delinquent payments; 3) uses activity based cost tools to organize and interpret both quantitative and qualitative data, providing clear and accurate analysis to measure results against budgetary and revenue goals and 4) Draft policies, procedures, presentations and justifications to explain complex budget issues. NOTE: The contents of your resume must support this response.

HOW TO APPLY: Interested candidates are required to follow the guidelines outlined below and submit the required documentation by December 3, 2020, 11:59 p.m., to careers@fps.dhs.gov, to be considered for this position.

- Submit a current resume
- Submit required documentation to apply under a non-competitive hiring authority to include:
 - o SF-15 (10 Point Veteran Application)
 - o DD Form 214 (Certificate of Release or Discharge)
 - o Veterans Administration Letter
 - o Statement of current Active-Duty status

- SF-50 (Notification of Personnel Action)
- Schedule “A” letter
- Include the following information in the email subject: Application for name, position title, series, grade, and location applying for. (Example: Application for Joe Brown, Budget Analyst, GS-13, Washington, D.C).

NEXT STEPS: Complete applications received by the deadline will be reviewed by FPS Human Resource Specialists. Resumes received by the deadline will be reviewed FPS Human Resource Specialists. Qualified candidates will be referred to our Hiring Managers and potentially receive an interview request prior to the end of the business day on December 4, 2020.