

EMAIL RESUMES TO [mlbarks@nsa.gov](mailto:mlbarks@nsa.gov)

## **BUDGET ANALYST**

### **JOB DESCRIPTION:**

The Directorate of Finance at NSA is seeking highly motivated and self-starting finance professionals to fill positions of varying levels of complexity and responsibility and entry-level finance positions. NSA is seeking articulate, creative, organized and outgoing team players to help shape, describe, defend, and execute a budget similar in size to that of a Fortune 500 Company. Candidates will be responsible for management of a portion of the Agency budget and must communicate with NSA leaders and external customers in the Department of Defense, the Intelligence Community, and in Congress. Candidates selected must be well organized and adaptable to ever-changing financial conditions in a fast-paced environment. Candidates will take part in a development program designed to provide and enhance skills, knowledge and tools needed to perform successfully in the Budget and Finance career field at NSA. Beyond strengthening technical skills, the program includes exposure to a variety of major Agency concerns through formal and on-the-job training and work assignments.

### **Qualifications:**

Candidates must possess background, skills and/or have demonstrated experience in the following areas:

- Accounting: Basic Accounting Principles
- Business: Business Finance, Statistics, Business Law, Problem Solving, Strategic Management, Ethics, Management and Organizational Theory, Program Analysis and Evaluation
- Finance: Management and Analysis, Trend Analysis and Techniques, Business Finance
- General: Policy Interpretation and Compliance, Problem Solving and Process Management, Information Search, Retrieval and Analysis, Negotiation Strategies Operations Research, Industrial Engineering.

A minimum of a Bachelor's degree is desired from an accredited college with at least 24 semester credit hours of study in Business in any of the following disciplines: accounting, business finance, law, contracts, economics, marketing, quantitative methods, statistics and organization and management. Applicants with equivalent work experience will also be considered.

**SALARY RANGE:** GG07-12 (\$37,640-\$86,801)

**TRAINING:** Management strongly supports continuing education and career development.

U.S. Citizenship is required for all applicants. A security clearance must be granted prior to employment and you will be required to undergo extensive pre-employment processing. This includes: aptitude testing; an interview with a psychologist and a security interview conducted with the aid of a polygraph; and a personnel interview. The final stage of processing will be successful completion of a background investigation.

Reasonable accommodations provided to applicants with disabilities during the application and hiring process where appropriate. NSA is an equal opportunity employer and abides by applicable employment laws and regulations. All applicants and employees are subject to random drug testing in accordance with Executive Order 12564. Employment is contingent upon successful completion of a security background investigation and polygraph. The NSA is committed to cultural diversity in its workplace. We are an Equal Opportunity Employer.