

Job Opportunity



Job Title:	Budget Analyst		
Location:	Albuquerque NM	Travel Required:	Yes, infrequent
Level/Salary:	commensurate with experience	Position Type:	Full time
Contact:	Recruitment	Date Posted:	June 14, 2023
Reports to:	Group lead	Posting Expires:	ongoing
Website:	www.SolOriensLLC.com		
Applications Accepted By:			
Point of Contact: Email: Recruitment@SolOriensLLC.com Subject Line: Budget Analyst 202306 Attn: Recruitment		Mail: Attn: Recruitment Sol Oriens, LLC 5041 Indian School Rd NE, Suite 300 Albuquerque, NM 87110	

About Sol Oriens LLC

Sol Oriens LLC is a small, veteran-owned consulting firm focused on managing advanced technologies and concepts with strong potential for military and space applications. We provide skills to manage portfolios, programs, research and development, technology, and product engineering. We help clients guide high risk-high payoff technologies into viable systems. Our staff represents an effective mix of education, knowledge, experience, and relationships. Sol Oriens LLC is an Equal Opportunity Employer.

Position Description

Sol Oriens is looking for a self-motivated, professional to assist the National Nuclear Security Administration (NNSA) manage interfaces between the program's Federal Program Managers, Program Engineers, and the NNSA Defense Programs (DP) budgeting system. This position will assist in the budget, reporting, and communicating practices. Successful candidates for these positions will understand and explain the technical and programmatic drivers for budget changes and priorities and respond quickly to real and posited work scope changes, variances, and funding levels with accurate analysis and documentation. This is a full-time contractor-support position.

This Budget Analyst roles and responsibilities include:

- Serves as the primary interface between Project Engineers and the DP budgeting system.
- Compiles programmatic monthly, quarterly, and end-of-year project reports for use by Project Lead Engineers.
- Analyzes monthly, quarterly, and annual reports on budgetary issues.

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- Manages annual, quarterly and other periodic reporting requirements, including program reviews, providing programmatic input, and coordinating NNSA site meetings associated with program deliverables.
- Keeps records on status of portfolio and program budget changes, including allocation/reallocation, expenditures, comparison of earned value management system information to identify issues and suggest corrective action.
- Serves as primary interface between program, and NNSA tiered leadership, and NA-12 on budget narratives, budget presentations, SSMP (Stockpile Stewardship and Management Plan) drafts, and other budgetary policy issues.
- For the Federal Program Manager, analyzes, reports on results, and tracks action items on technical projects undertaken by the national security laboratories and nuclear weapon production facilities in nuclear weapon component development.
- Advises Federal Program Manager in methods for meeting requirements associated with current and future fiscal year planning and assist in developing consistent methods and approaches for use by Federal and contractor budget support staff members.
- Prepares program cost and budget documentation over several budget fiscal years, including the development of complex spreadsheets, development of program planning and budget briefings, and draft preparation of work authorizations and approved funding program documentation.
- Provides program management support in the preparation, coordination, evaluation, review and analysis of program execution plans and tracking, monitoring, and reporting of program-specific milestones and updates of annual performance measures.
- Analyzes, formats and presents justifications to senior Federal management and external organizations, such as Congress and the Office of Management and Budget.
- Clearly and concisely conveys analysis results to all levels of Federal management in support of programmatic decisions.
- As internal processes mature, creates and maintains database of codified and formalized procedures for program office budget and financial activities.
- Develop budget and program information in excel, budget database etc., and extract that information as necessary for budgets, briefings, reports, etc.

Required Education and Experience

- Bachelor's degree in relevant field
- Minimum of 5 years of directly related budget analysis experience required.
- Excellent written and verbal communication skills with demonstrated experience in developing briefings for senior and executive management required.

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- Staff experience in military, government or corporate enterprise desired.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint and MS Excel) required and proficiency may be tested.
- Nuclear weapons experience desired.
- Interagency experience desired.
- High levels of situational awareness required.
- Commitment to supporting the Nuclear Security Enterprise (NSE) mission.

Other Requirements

Employee candidates must:

- Submit to and pass a background check and drug screening
- Be willing to work in multiple teams under demanding professional schedule pressure
- Must demonstrate self-motivated habits, professional demeanor, have a demonstrated background of exemplary interpersonal and communications skills
- **This position requires the ability to obtain and hold a DOE Q clearance.** Active DOD TS or DOE Q clearance preferred.

If you are interested in this position, please submit an application and resume to recruitment@soloriensllc.com, subject line: Budget Analyst 202306