

Highrise Consulting, Inc. (www.highriseconsulting.com) is seeking a full-time entry-level Budget Data Analyst to work onsite at a NIH (National Institutes of Health) facility in Bethesda, MD. To apply, send resume to max@highriseconsulting.com - please include "Budget Data Analyst in quotes" as a subject of your email.

MAJOR PURPOSE OF THIS JOB:

The candidate's prime responsibility is for the formulation of appropriated and non-appropriated NIH funds. The candidate, however, will also support execution and reporting activities, as necessary. The candidate will report directly to the Deputy Director of the NIH Office of Budget. Assignments include the common aspects of budget operations, e.g., review, formulations, presentation, execution, special investigative reports, and justification for area of assignment.

JOB DUTIES AND RESPONSIBILITIES:

- Coordinate with deputy director and other financial personnel to obtain sufficient information to provide sustainable justification for budget requests
- Assist in compiling and analyzing supplemental budget data from various sources
- Analyze and compare supplemental budgetary data with previous budget submissions and existing reports to ensure accuracy and resolve issues that may arise
- Prepare budgetary documents, including tables, reports, letters and memoranda
- Prepare and review outgoing correspondence and other documents prepared by Office of Budget leadership

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Bachelors Degree, at a minimum, is required; Masters is preferred
- Extensive knowledge of Microsoft Excel, including macros
- Strong analytical skills necessary to compile data, analyze it, and develop financial reports
- Ability to apply analytic techniques to evaluate budgetary data and resolve inconsistencies
- Knowledge of federal government budgetary principles and procedures
- Strong ability to generate written narratives - budget justifications to the highest levels of Government
- Ability to create presentations in Microsoft PowerPoint

Highrise Consulting, Inc. is a growing small Information Technology (IT) company headquartered in Bethesda, MD. Our goal is to provide our clients with the best technology services that contribute to building the most powerful, reliable and cost-effective solutions in the IT industry. Our company has established excellent working relationships with the Department of Health and Human Services (DHHS) and the National Institutes of Health (NIH), and formed strong partnerships with many leading IT businesses in the Health Services industry. We are committed to success and are continuously seeking to develop new opportunities across the public sector and beyond.

Benefits Summary:

- Health Insurance Plans from Blue Cross and Blue Shield (CareFirst)
- Dental and Vision Benefits from Blue Cross and Blue Shield (CareFirst)
- Life, Short and Long Term Disability Insurances
- 401K Plan with Company Matching
- Paid Vacation and Sick Leave
- Paid Holidays
- Flexible Spending Accounts support for Health, Travel, and Dependent Care expenses
- Profit Sharing

Highrise Consulting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Highrise Consulting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company does business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We are proud of our diversity and encourage veterans to apply. EOE M/F/D/V

Highrise Consulting, Inc. participates in the E-Verify program as required by law. [Learn more \(http://highriseconsulting.com/everifyposter.pdf\)](http://highriseconsulting.com/everifyposter.pdf).

Highrise Consulting, Inc. reserves the right to change any or all the above benefits from time to time. Highrise cannot be held responsible if one of the listed benefits has been modified, deleted, or otherwise changed.