

Highrise Consulting, Inc. (www.highriseconsulting.com) is seeking a full-time entry-level Program 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 "NIH Program Analyst" in quotes as a subject of your email.

MAJOR PURPOSE OF THIS JOB:

The Program Analyst helps make improvements to operations and procedures of the NIH Office of Budget (OB) by enhancing business processes and utilizing information technology. The candidate will report to the Branch Chief of the NIH Office of Budget. Assignments will 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:

- Use qualitative and quantitative methods to analyze the effectiveness of OB programs
- Implement study methods to evaluate the efficiency of program operations
- Use data sources to identify programmatic needs
- Assist with program assessments ensuring programmatic goals are well documented
- Prepare budgetary documents, including tables, reports, letters and memoranda
- Prepare and review outgoing correspondence and other documents prepared by Office of Budget leadership
- Provide assistance on a variety of special, one-time projects that require immediate action including the coordination of workshops and reporting of their outcomes

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Bachelors Degree, at a minimum, is required; Masters is preferred
- Extensive knowledge of the MS Office Suite of applications
- Strong analytical skills necessary to compile data, analyze it, and develop reports
- Understanding of a variety of databases, software systems and computer equipment
- Ability to apply analytic techniques to evaluate budgetary data and resolve inconsistencies
- Strong ability to generate written narratives - budget justifications to the highest levels of Government
- DESIRED: Knowledge of federal government budgetary principles and procedures

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.