

# Budget Analyst (GS-9)

## Major Duties

A Forest Service Budget Analyst (GS-9) helps prepare budgets and keep other Forest Service groups informed about how much money is available for the current or upcoming year's budget.

Specific Duties include

- Helping develop and prepare budgets
- Helping Forest Service managers develop their budgets
- Helping Forest Service managers create outlines about programs they plan for each upcoming year
- Helping monitor the current year's budget by looking at what is needed and making recommendations for how much money should be spent on different projects
- Determining if proposed budgets are accurate and if the amount of money is really needed to do the job
- Collecting and preparing information to be included with reports, and using statistical formulas to see if the money is being spent wisely
- Writing rules for managers to follow when they send in requests for funding.

Budget Analysts work with facts and figures. Being a Budget Analyst requires working in an office, with long periods of sitting at a desk. A Budget Analyst needs to know all about the Forest Service's Accounting and Information Management System. They must check financial reports to make sure money is being spent appropriately.

A person at this level may also supervise other employees (e.g., monitor employee performance, conduct performance appraisals, develop training plans, formulate budgets, coordinate staff efforts, etc.).

## A Typical Day

Mark has been a Budget Analyst with the Forest Service for five years. He likes working with facts and figures to plan how money will be spent. Mark also is responsible to make sure money is spent as planned.

For the last month Mark has been preparing next year's budget for the Forest Service unit where he works. He has been collecting budget proposals from managers and working with them to make changes in their proposals based on the total amount of money available to their Forest Service unit. To help do this, Mark has been reviewing last year's budget and using it as a model for planning next year's budget.

Mark likes his job because he likes using the computer and working with numbers. He's looking forward to the next few days, because he'll be at the computer inputting budget figures and analyzing next year's budget.

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**Knowledge and education**

A college degree is recommended for those interested in becoming a Budget Analyst with the Forest Service. Relevant college courses include

- Mathematics
- Business Administration
- Accounting/ Bookkeeping
- Statistics
- Budgeting
- Economics
- Computer Technology

**Career Path**

Forest Service jobs that can lead to becoming a Budget Analyst (GS-9) include:

- **Business Management Assistant (GS-5)** – Job duties include
  - Gathering and assembling budget information to budget planning
  - Help put together an annual budget
  - Prepares purchase orders for supplies and services
  - Keeps records of supplies ordered, received, and stored
- **Financial Clerk (GS-5)** – Job duties include
  - Helps prepare and maintain the annual budget
  - Records costs and employee workforce data
  - Keeps track of supplies purchased
  - Reviews financial statements and corrects the operating budget
- **Budget Analyst (GS-5)** – This is a basic trainee position leading to the position of budget analyst (GS-9). This person performs duties in budgeting and accounting in order to learn the job of budget analyst.
- **Accounting Technician** – Assists with accounting duties.