

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20124	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR – Resources Los Angeles AFB, CA	
			EXEMPT		
3. POSITION TITLE BUDGET ANALYST		4. CLASSIFICATION NF-0560-III		5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20150715


DUTIES AND RESPONSIBILITIES
 Provides quality assurance, oversight, financial and budget analysis, and evaluation of programs for NAFIs within the 61st Force Support Squadron. Analyzes budgetary and financial statements and related documents. Performs trend analysis and assesses financial performance with respect to AF standards and MAJCOM goals and budgets. Based on performance analysis, recommends policy changes by innovated applications of financial management practices. Provides technical financial advice to the Installation, Group, Squadron Commanders, Directorates' Leadership, Deputies and flight chiefs to include making recommendations dealing with financial policies, standards, goals and "Get Well Plans". Participates in decision making sessions and advises program managers on a regulatory requirements, financial policies and program improvements. Prepares one-time and recurring reports and/or briefing materials for local management or higher headquarters. Arranges and attends NAF Council meetings and produces financial report packets which included I&E and capital requirements budgets, cash flow, "stoplight" charts, out of cycle, rolling four quarters reports and other miscellaneous data as required. Analyzes NAF Budgets and provides feedback to management on proposed budgets. Analyzes computer products to determine cause and source of imbalances and initiates required adjustments. Conducts detailed examination of nonstandard accounting transactions and verifies accuracy of source documents. Researches and determines cause of discrepancies and initiates necessary adjustments. Advises supervisor of unusual situations/problems encountered, recommending appropriate solutions. Reviews files to ensure actions meet suspense dates. Compares budget execution to planned objectives and makes recommendations as required to improved fund usage. Performs internal reviews, special studies, staff assistance visits and other analyses as required. Aids in forming and implementing financial policies; interprets Air Force policies and recommends financial actions to be taken. Tracks SM&W budget. Directly reviews financial transactions, reviews funds requests and submits funds certifications to appropriate civil engineering personnel. Ensures that funding levels are not exceeded in ARA accounts for all projects and reports immediately to RMFC any potential funding concerns. Performs other related duties as assigned.

QUALIFICATIONS
 Must have experience in budgetary or financial environment which demonstrated the knowledge, skills and abilities necessary to satisfactorily perform at the grade level of this positions. Must have knowledge of standard budget regulations and procedures. Experience demonstrating the ability to review, consolidate, analyze, and present budget information is required. Must have knowledge of standard office equipment, such as electric typewriters, copiers, fax machines, and office automation systems, to perform a substantial range of office automation support. Must be able to read, write and speak English fluently, possess good communications skills. Subject to satisfactory completion and maintenance of an Access National Agency Check plus written Inquiries and Credit Check (ANACI).

PERFORMANCE STANDARDS
 Work is reviewed and performance evaluated in terms of quality, quantity, timeliness, responsiveness and usefulness of data presented, and contributions to overall success of the activity. Routinely verifies accuracy and completeness of accounting data effectively and within established time frames. Identifies problem areas and trends and initiates corrective actions as appropriated. Provides and presents well prepared information in a clear, concise and professional manner. Works independently with minimal supervision. Must meet established suspense and deadlines as directed. Ensures confidentiality of sensitive information. Communicates effectively, both orally and in writing. Must be tactful and exercise diplomacy in dealing with customers with no more than one valid complaint per quarter. Must demonstrate reliability, initiative, and ability to learn on the job.

TRAINING
 All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSR Supervisory Accounting Technician	DATE 27 Mar 17
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------