

## Budget Analyst

Insight Policy Research, Inc., (Insight), a rapidly growing, dynamic, research and evaluation organization is seeking a Financial Analyst to join our growing team. We are a well-established small business, having provided nationally recognized research and evaluation services to Federal, State, and private-sector clients for 16 years.

Headquartered in Arlington, VA, we conduct quantitative and qualitative research and technical assistance in the areas of health, nutrition, family support, and education. We offer outstanding potential for growth, along with competitive salaries and benefits, including flexi-place, in a family friendly environment. For further information and a summary of the type of studies we conduct, please visit our website at: [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com)

### *Overview*

We are seeking a Financial Analyst to join our growing operations team. This position will work closely with the CFO, the Proposal Coordinator, senior management and technical staff to evaluate and respond to government solicitations and other new business opportunities.

Ideal candidate has strong quantitative abilities and is comfortable working independently and taking initiative to start new assignments. Must be highly organized, self-motivated, detail oriented, and committed to producing work of the highest quality!

### *Responsibilities*

The essential functions of this position include but aren't limited to the following:

- ▶ Review solicitation and identify all business (cost) proposal requirements
- ▶ Work with proposal coordinator and technical staff to estimate the staffing, travel, materials and other services required to be responsive to the solicitation scope of work
- ▶ Create and complete budget spreadsheets in conformance with proposal requirements
- ▶ Prepare all other cost proposal documents, including budget justifications, certifications, representations and company information
- ▶ Review and verify the accuracy and completeness of all business proposal materials
- ▶ Combine prepared materials into a final price volume for submission
- ▶ Aid in preparation of reports to ensure compliance with various government contracting, HR, and other federal reporting regulations
- ▶ Assist in development of proposal spreadsheet templates and other tools for improving budgeting and business proposal processes
- ▶ Aid senior management in evaluation of potential opportunities and allocation of business development resources
- ▶ Support management and coordination of contracts and subcontracts
- ▶ Provide additional support to company accounting and operations as needed

### **Qualifications**

- ▶ Bachelors in Business Administration (or similar degree) with a concentration in finance or accounting and 2–4 years related experience for government contractor entities; or
- ▶ Equivalent combination of education and experience in the government contracting field; and
- ▶ Experience with development of cost proposals in response to solicitations from the Federal Government.
- ▶ Familiarity with Federal acquisition/contracting regulations (including FAR) and industry compliance matters
- ▶ Proficiency with Microsoft Excel and other Microsoft Office products
- ▶ Proficiency with accounting software

### **Contact**

**EEO:** All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, disability, or genetic information.

**Contact:** No phone calls, please. Send resume and cover letter via email or postal mail to—

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