



Program Analyst
Washington, DC

PROJECT OVERVIEW: Spartan supports a Federal financial regulator by preparing three key budget and financial performance documents on an annual basis. The audience of these publications is the U.S. Congress, White House, Office of Management and Budget, other federal agencies, industry participants in the futures and swaps markets, and the public. The Program Analyst will assist in developing and publishing the agency's financial documents, in the form of analytical support, project management, document management, proofreading, and coordination of printing and web posting services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with internal stakeholders and process owners to analyze, assess, make recommendations for improving, and documenting revised policies/procedures associated with business processes;
- Recommend and design performance metrics in support of the strategic planning process;
- Coordinate with program managers to conduct statistical analyses; and
- Write and edit annual performance report and other documents as required.

MINIMUM QUALIFICATIONS

- General knowledge of Federal budgeting process.
- Highly proficient in Microsoft applications particularly Word, Publisher, and Visio.
- Strong data and analytical background using Excel and Access.
- Ability to manage, execute and track multiple projects and coordinate tasks using team collaboration tools such as SharePoint.
- Ability to communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

- Working knowledge of Government Performance and Results Act (GPRA).
- Working knowledge of Section 508 of the Rehabilitation Act.
- Experience using Oracle Essbase and Hyperion Smart View.

Minimum Qualifications

To qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered.

- Bachelor's degree in a relevant field such as statistics, economics, finance, or business administration.
- At least 4 years' related experience supporting strategic planning processes, conducting statistical analysis, and writing policies/procedures associated with business processes.

LOCATION/HOURS: Work will be performed at the agency's northwest Washington, DC office between 8:00AM-4:30PM, Monday through Friday, except for Federal holidays and days when the Federal government is closed.

Qualified candidates should email cover letter with desired salary and résumé to careers@spartanbt.com; no agencies please.

CANDIDATES **MUST** BE AMERICAN CITIZENS. AT THIS TIME, WE CAN NOT OFFER SPONSORSHIP FOR THIS ROLE.

CANDIDATES **MUST** BE WILLING TO WORK ONSITE AT THE AGENCY'S NORTHWEST WASHINGTON, DC OFFICE.

CANDIDATES **ARE SUBJECT TO** A FULL BACKGROUND CHECK PRIOR TO EMPLOYMENT.

Spartan is an Equal Opportunity/Affirmative Action Employer. Minorities/Women/Veterans/Disabled are encouraged to apply. If, due to a medical condition or disability, you need a reasonable accommodation for any part of the employment process please send an e-mail to humanresources@spartanhr.com or call (855) 684-4415 x. 905 to let us know the nature of your request and your contact information.