



## **NRO Cadre**

### **Budget Analyst (560) – Senior (GG13/GG14)**

Are you a financial mastermind? Are you a business, finance or accounting major looking for an exciting challenge? Does analyzing, formulating and defending multi-year budgets for reconnaissance satellite systems to ensure the safety and security of the United States interest you? Does a career with an “out of this world” mission sound fascinating?

If so, the National Reconnaissance Office (NRO) is looking for you!

Currently, the NRO Cadre is looking for Budget Analysts.

Major responsibilities and duties include:

- Leads teams in the preparation of multi-year program estimates; performance of financial analysis, cost accounting, financial management and government program accounting.
- Leads teams in the performance of work in all phases of budget administration, including formulation of budget and cost estimates to support plans, programs and activities; presentation and defense of budget estimates
- Leads teams in the performance of budgetary, finance and accounting, management analysis of expenditures to ensure propriety and compliance with applicable directives; develop final budget and program products for complex projects
- Advise Contracting Officer Technical Representatives (COTRs), the Budget Director and Program Manager in making sound budgetary decisions

You must be a U.S. Citizen to apply. This position requires that you obtain and maintain a TS/SCI security clearance. You will also be subject to pre-employment and periodic drug testing and polygraph examinations.

### **Qualification Requirements**

Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for immediate success in the position.

#### *Senior (GG-13 to GG-14)*

Salary Range for Washington DC Area: \$96,970 - \$148,967

Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills and abilities necessary to successfully perform the duties of the position. Examples of qualifying experience are: Applying mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing; and the financial and budgetary relationships between subordinate and most senior levels of financial management and budgeting within the employing entity and/or between the organization and programs of other Federal, State, and local governments, private industry, and large public organizations sufficient to: analyze national level programs, exceptionally large and complex programs (e.g., multi-million dollar research grants, contracts, and /or cooperative acquisition agreements); develop, recommend, and implement budgetary and financial policies; interpret and assess the impact of new and revised Congressional legislation on the formulation and execution of budgets; project and analyze the potential effects of budgetary actions on program viability and attainment of program objectives; develop and render authoritative interpretations of executive orders, OMB guidelines and directives, and policies and precedents within and across agency lines; develop new methods and techniques of budgeting for the forecasting of long-range funding needs (e.g., 3 to 5 years or more into the future); and/or develop timetables for obtaining needed funding for new or modified substantive government programs.

Send your resume to [NRO-Cadre-Staffing@nro.mil](mailto:NRO-Cadre-Staffing@nro.mil) Be sure to include how you heard about us and your position of interest in your email.

## **DCIPS Coverage**

These positions are a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 USC 1601.

## **Additional Information About Working for NRO Cadre**

**Basic Eligibility** for a position with NRO:

- U.S. Citizenship is required
- You must be able to obtain and maintain a TS/SCI security clearance
- You will be subject to pre-employment and periodic drug testing
- You will be subject to pre-employment and periodic polygraph examinations

### **Hiring Incentives**

The NRO may offer hiring incentives and other entitlements at management's discretion.

### **Trial Period**

All new DCIPS employees will be required to serve a 2-year trial period.

### **Veterans' Preference**

DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in DoD Instruction 1400.25, Vol 2005, DCIPS Employment and Placement. If you are a veteran claiming veterans' preference, as defined by section 2108 of Title 5 USC, you must submit documents verifying your eligibility with your application package.

### **Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

### **Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.