

**[Job Title]**

Budget Analysis Intern

Start Date

February 6, 2023

Reports To

The primary mentor of this budget analysis intern will be Ms. Philomena West, Assistant Deputy Area Budget Coordinator for Forest Service Research and Development (R&D).

Location

United States Department of Agriculture (USDA) Forest Service (FS), Washington Office (WO) Research and Development (R&D) budget staff in the WO R&D Deputy Chief's Office, Washington, DC. This duty station will be either Washington, DC or 100% remote, depending on the selected candidate.

Job Overview

This internship can open the door to a career in budget and financial systems involving natural resources. You can make a difference and serve your country as a budget analysis intern with Forest Service Research and Development (R&D). Forest Service R&D is a global leader in forestry science, and the studies, reports, and decision support systems our scientists and technicians produce inform the management of hundreds of millions of acres of forests, ranges, and grasslands throughout the United States and beyond. As a budget analysis intern in R&D's national headquarters, you will gain experience in the practical application of budget policy, planning, execution, tracking, and reporting. You will also have the opportunity to learn about other work areas of the USDA Forest Service. The intern will receive on-the-job training and will perform budget-related assignments with support and guidance from experienced budget analysts. This work will assist with the efficient and effective delivery of R&D's program of work and its contributions to the USDA Forest Service mission "to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations."

Representative Tasks

- Learn functionality of multiple corporate data, finance, and accountability systems, including those involving work planning, grants and agreements, contracting, transaction recording, and performance reporting
- Access, analyze, and summarize data regarding budget plans, allocations, expenditures, grants and agreements, and contracts

- Assist with analyzing operational cost of R&D assets and programs
- Draft emails, briefing papers, and summary reports
- Research and document findings related to various budget inquiries, including those originating from the Forest Service national budget office, the R&D Deputy Chief's Office, and R&D field units
- Create PowerPoint presentations to present data and findings
- Attend and participate in budget and other Forest Service meetings
- Review draft work products with supervisor and other budget staff collaborators
- Travel occasionally to attend meetings and trainings

Qualifications

- **Educational level** – Master's degree, Bachelor's degree, or in process (by February 2023) of completing final semester prior to Bachelor's degree
- **Major/Degree (preferred)** – Accounting, Finance, Mathematics, Business, or Natural Resources
- Curious, inquisitive, self-motivated learner with high-level reading comprehension and ability to retain and recall detailed information.
- Team player who is interested in working in a fast-paced environment to support Forest Service mission delivery through professional interactions with diverse stakeholders
- Strong written and oral communication skills. Commitment to effective communication using a range of methods, including email, instant messaging, telephone, video conferencing, and in person.
- Create, edit, and organize electronic files using Microsoft Word, Excel, Outlook, and PowerPoint in a Windows computing environment.
- Experience with data analysis and visualization.