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**American Museum of Natural History – Budget Department**

**Job Title: Budget Manager—Science, Grants & Education**

**Responsibilities & Duties:**

The Budget Manager is responsible for the strategic budgeting of Federal Grants and management of all Science and Education Division budgets according to the expected timing of expenditures. The individual will work with colleagues in the divisions of Science, Education, Finance, Accounting, Human Resources, Payroll, Government Relations and IT on all aspects of Federal grant budgeting, as well as operating budget management and special projects.

Ongoing duties include: work with individual PI’s to create annual grant budgets and budgets for new Federal awards, development of annual operating budgets, monitor monthly progress of actual vs. budgeted expenditures, diagnose and recommend improvements to current systems, and work with other departments to ensure accuracy of reporting and management of ongoing change.

**Qualifications:**

* Requires specific expertise in Federal Grant management including pre- and post-award processes and experience in project budgeting and management.
* Bachelors’ degree in finance or accounting and 3-5 years experience in Federal Grants Management required.
* Must possess the ability to work independently and as part of a team.
* Advanced Excel skills required and knowledge of Oracle accounting/ database system preferred.
* Excellent verbal, interpersonal and communication skills, detail oriented with ability to multi-task.