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# Example of Cost Control Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of cost control analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cost control analyst

* Responsible for briefing management on the status of their programs
* Maintain program budgets and budget change logs, including issuance of work authorization
* Prepares appropriate reports, charts and graphs for management use and review
* Certified Professional Estimator (CPE) will be an asset
* Bachelor's Degree in Accounting, Finance or Business with a minimum of six (6) years of applicable experience in finance, accounting or program control
* Must possess an advanced understanding of Cost Accounting Standards (CAS)

## Qualifications for cost control analyst

* Proven experience as estimator or similar position
* Familiarity with financial and project management principles
* In depth knowledge of research and data analysis methods and estimation formulas
* Exquisite math and IT ability with an analytical mindset
* Proficient in relevant software (Timberline, HCSS HeavyBid)
* Thoroughness and reliability