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# Example of Cost Control Analyst Job Description

Our innovative and growing company is looking for a cost control analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cost control analyst

* Proactive, reliable, and honours commitments
* Demonstrated ability to independently manage increasing levels of complexity and ambiguity
* Performs month-end financial closing activities including accruals to ensure accurate financial results for Departments
* Prepares monthly, quarterly and annual reporting and analysis for Core Services and Investment Departments, focused on key metrics and business drivers
* Assists in the development of new reports and spreadsheet models to support on-going financial and management reporting requirements
* Partners with Core Services and Investment Departments to produce annual budgets and forecasts

## Qualifications for cost control analyst

* The ability to obtain and maintain a US government TS Clearance.is required
* Bachelor's Degree in Finance, Accounting, Business Administration, or related field with 10 years of experience or Masters with 8 years of experience in program control, financial planning, reporting and analysis
* Understanding Work Breakdown Structure (WBS) development, budget baseline, cost risk analysis/assessment and visibility reports
* Supporting the preparation and coordination of financial forecasting and reporting, Annual Operating Plan and Resource Plan
* Microsoft skills (Access, Word, PowerPoint ), intermediate/advanced in Excel, Access and extensive experience in Costpoint and Cognos Familiarity with AMS/CAS/GAAP
* Minimum 3-5 years experience in management and/or financial reporting