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# Example of Financial Program Analyst Job Description

Our company is growing rapidly and is looking to fill the role of financial program analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial program analyst

* Provide specialized cost accounting support on complex product lines, including project manufacturing, and/or sensitive program support requiring necessary security clearances and specialized accounting knowledge
* Under supervised direction, prepare budgets, forecast, and relate reports for specified profit and cost centers to monitor overall financial performance for use in annual strategic planning and budget presentations to financial and operating management
* Conduct financial analysis of cost and revenue data for current month, quarterly updates and annual financial planning
* Interface with Program Managers, Business Unit Managers in deriving and updating revenue forecast
* Extensive use of EXCEL, SAP, MPM
* Interpret established policies, procedures, and standard practices to develop reports to ensure that financial planning and cost control activities are successfully implemented and maintained
* Respond to moderately complex inquiries from employees, managers, and external parties regarding a variety of financial data, some of which contain confidential and sensitive information, which require tact and discretion in handling
* Maintain, analyze, update, and develop various electronic and hard copy records
* Assist in establishing profit center revenue, cost of sales, gross margin, discretionary spending through profit (loss) and cost center cost, base, and rate budgets
* Prepare a variety of actual vs

## Qualifications for financial program analyst

* Support development of standardized tools for project management process, including work plans, estimates and schedules, to ensure progress on milestones
* Support management and communication of information about project status and changes in strategy, initiatives, standards, priorities and resource allocation
* Candidates must be graduating in May 2016
* Knowledge of SDLC and Project Management practices
* Requires a bachelor's degree with an emphasis in finance
* Must be customer focused and possess the ability to identify issues and develop solutions to a variety of problems of diverse scope and complexity