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# Example of Program Analyst, Senior Job Description

Our innovative and growing company is looking to fill the role of program analyst, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program analyst, senior

* Assist in the development and preparation of Facilities & Equipment (F&E) implementation cost estimates
* Travel to the three FAA Service Centers, Air Traffic Control Facilities, Technical Center, Aeronautical Center, and to external stakeholder events in support of program meetings, presentations or outreach events
* Assist with the development of ILS and VOR procurement documents required for new contracts
* Prepare and review contractual correspondence, modifications, and documentation to support contract case files
* Participate in various technical, business, and contractual meetings in support of ILS and VOR program
* Prepare and update all Program Schedules, cost estimates and team rosters
* Responsible of full life cycle contract support including contract startup, revenue recognition, estimates at completion, monthly forecasting, invoice review, monthly financial status reports, variance analysis, journal entries and invoice preparation
* Meets corporate requirements by providing monthly Healthcheck, monthly financial status reports, invoice reconciliation, margin and other analysis as needed
* Calculating revenue and expenses, including accruals, capitalization and amortization schedules for monthly close in a timely manner to allow consolidation, review and submittal of results within CGI’s close due dates
* Performing detailed reporting and analyses of monthly financial information to include revenue and cost variances and trend analysis proactively monitor large expenditures and swings in margin from month to month

## Qualifications for program analyst, senior

* Ability to take on multiple tasks
* Possession of analytical, problem–solving, and organizational skills
* Undergraduate/Bachelor's degree (four-years) from a nationally accredited university is required, Master's degree preferred
* Minimum Five (5) years of experience working with intelligence information systems or architectures supporting combatant commands, services, and the Intelligence Community
* Operations Research & Statistical Analysis (ORSA) or SAS/programmerexperience required
* Experience with OUSD(I) highly preferred