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# Example of Program Control Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of program control analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program control analyst

* Preparation and coordination of monthly, quarterly and year-end for cpost performance and closing processes
* Participate in development of annual budget and recurring variance reporting
* Assist in the development of short and long range financial forecasts
* Assist in monthly, quarterly, semi-quarterly, and yearly financial schedules and reviews
* Assist in preparation of fiscal plan for future year's costs by forecasting direct material costs, direct labor costs, manpower requirements and contract value changes
* Communicate business and financial data in a clear and concise manner
* Continually improve project management process with regard to program finance
* Assists in the performance of internal audits
* Ensures adherence to Generally Accepted Accounting Principles (GAAP), Sarbanes-Oxley and all Corporate policies and procedures as they relate to contract financials
* The Program Control Analyst will be responsible for developing program or administrative financial reporting

## Qualifications for program control analyst

* Bachelor’s Degree in Technical or Business related discipline and 12 years relevant experience OR High School Diploma and 16 years relevant experience
* Advanced knowledge of MS Office Programs (MS PowerPoint, MS Excel, MS Word)
* Experience in scheduling the build and/or movement of products
* Review program requirements and spend plans for accuracy and completeness
* Assist in the design, implementation, and use of corporate resource information repositories, databases, decision support tools, strategies, processes, procedures and reports to ensure accurate financial reporting and management oversight in support of program initiatives
* Propose resource realignments and sources at the Program and Directorate level as required to maintain program execution or to respond to unplanned circumstances