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# Example of Program Control Analyst Job Description

Our growing company is hiring for a program control analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program control analyst

* Participate in monthly/year-end close activities including preparing JE’s, MRA’s
* Support preparation of indirect budgets, monitor expenses and provide reporting to various management levels
* Work with others to develop and coordinate variance analysis reports
* Review the Contract data Requirements List (CDRL) submissions by the contractor to the government
* Provide financial/expenditures metrics, tracking, funds from others, and budget impact updates across multiple IT contracts
* Review all invoicing from the contractors and recommend invoice rejection/acceptance to the COTR after completing the PMO established contractor invoice audit process
* Provide life cycle management support to all Silver Eagle CDRL deliverables
* Review and consolidate program baseline and program spend plans
* Ensure coordination and completeness of budget estimates and requirements for new and existing initiatives across the organization
* Conduct final reviews of organizational level submissions for budget exercises and the IPBS, CBJB, and CJB

## Qualifications for program control analyst

* Works in an office environment with controlled temperature and lighting conditions
* May be required to travel CONUS and OCONUS
* Analytical, communication and presentations skills needed the ability to operate independently and as a strong member of a team
* Bachelor’s degree in Finance, Accounting or Business and 10 years of business & financial experience required
* 4 years of related experience in technical program planning and implementation, contract interpretation and budget development
* Previous experience supporting a large and complex professional service firm