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# Example of Program Cost Control Analyst Job Description

Our innovative and growing company is hiring for a program cost control analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program cost control analyst

* Familiarity with FAR/DFAR and CASB
* Perform Earned Value Management (EVM) tasks, set up cost control system, monitors and controls costs and schedules on contracts requiring validated cost schedule control system
* Experience with MPM, winSight
* Microsoft Project & PowerPoint
* Ability to obtain and maintain US Secret Level Security clearance
* Bachelor's degree in Finance, Economics, Accounting, Business Administration, or related field with 6 years of experience or a Master's degree with 4 years of experience

## Qualifications for program cost control analyst

* Abilty to obtain and maintain a DOD Secret or Top Secret clearance
* Bachelor’s Degree from an accredited institution and 3+ years of experience in financial analysis experience
* Bachelors degree in Accounting, Finance, Business Administration, Economics or a closely related field with a minimum 6 years experience or 4 Years with Masters
* Bachelors degree or higher in Accounting, Finance, Business Administration, Economics
* Develop and maintain performance measurement baselines, review and approve changes as required within established procedures
* Prepare and analyze contract estimates at completion (EAC) as required (regular and out of cycle)