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# Example of Program Cost Sched & Cont Job Description

Our innovative and growing company is looking for a program cost sched & cont. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program cost sched & cont

* Perform detailed financial analysis for both total program and product level cost elements to help define and understand the monthly variance to Budget baseline and EAC positions
* Process approved Budget Change Requests (BCR) and ensure all changes are incorporated into control systems
* Support audits of financial information by internal auditors, external auditors and DCAA/DCMA auditors
* Interface with and support the IAMD CET, CBT and IBT and IOT locations
* Collaborate with and support the IAMD CET, CBT and IBT and IOT locations
* Work with Supply Chain Material Management for reporting and appropriate variance analysis by part number
* Review variances and address outstanding commitments on projects
* Meet with Operations Program Managers (OPMs) on a regular basis to review expenditures on programs
* Provide trending for forecasts on programs, provide analysis and offer recommendations for continuous improvement
* Prepare weekly and monthly financial reports and conduct analysis to ensure that contracts are within the negotiated or agreed upon cost parameters and Government Cost Control Guidelines

## Qualifications for program cost sched & cont

* Strong computer skills, which include high level of proficiency with Microsoft Excel – Advanced MS Excel [Pivot Tables, Lookups, Macros, ]
* Ability to work with minimal direct supervision part of a team, accountability and self-driven
* MS Excel (VLOOKUP, Pivot tables)
* BS/BA in Business Management/Accounting or Finance
* Working knowledge of accounting practices and procedures , Generally Accepted Accounting Principles (GAAP)
* Solid working knowledge of procedures and tools necessary to execute EVMS on a program APEX, wInsight