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# Example of Program Cost Sched & Cont Job Description

Our growing company is looking for a program cost sched & cont. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program cost sched & cont

* Support Ad Hoc Tasks & Analysis as required
* The successful candidate will demonstrate the ability to perform meaningful analysis, assist in financial recommendations, and communicate effectively, while partnering with management and operating as integral member of the team
* Create and maintain AR process and requests from the team
* Support EAC process and assist in the creation of EDIT+ packages
* Development of pricing estimates and proposal cost volumes
* Provide program teams with internal reports on cost and schedule performance
* Various other adhoc requests
* Develop, Compile and analyze EAC data and variance analysis for all program labor and non-labor cost elements including Supply Chain and Operations
* Develop, Compile and analyze monthly Earned Value for all program cost elements including Supply Chain and Operations
* Develop, Compile and analyze weekly and monthly financial planning metrics of bookings, sales, profit and cash flow and the applicable variance analysis

## Qualifications for program cost sched & cont

* Earn Value Management System (EVMS) certified
* Bachelor’s Degree in Finance, Accounting, Mathematics, Business or similar discipline from an accredited college or university and Minimum 2 years of relevant Finance experience
* Strong spreadsheet skills a must
* Ability to manage financial responsibilities in a fast paced, dynamic environment, and delivery of commitments
* Ability to effectively navigate the challenges and requirements in a multi-dimensional, matrix organization
* Bachelor degree in Finance, Business Administration, Accounting or related field