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# Example of Program Cost Schedule & Control Job Description

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

## Responsibilities for program cost schedule & control

* Program forecast and risk review
* Validation of Program Balance Sheet
* Accounts Receivable tracking and variance reporting
* Performing analyses and preparing reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines
* Preparing budgets and schedules for contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis
* Preparing program plans to ensure program requirements and statement of work are captured and scheduled
* Performing schedule risk assessments to identify and mitigate program cost and scheduling risks
* Ensuring adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government
* Incorporating contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines
* Cost and schedule control for two or more Task Orders under the AMCOM program

## Qualifications for program cost schedule & control

* Bachelors degree in Business Administration or related discipline plus 6 years of experience or a Masters degree plus 4 years of experience
* Bachelor’s Degree in Accounting, Finance or related analytical discipline with a minimum of 24 credit hours of coursework directly related to Accounting and 6 years of accounting and/or financial analysis experience
* An Interim clearance is required to start
* Bachelor’s Degree in Accounting, Finance or related analytical discipline and 8 years of accounting and/or financial analysis experience
* Experience working in Aerospace and Defense/government contract accounting
* Bachelor’s Degree in Accounting, Finance or related analytical discipline and eight (8) years of accounting and/or financial analysis experience