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# Example of Program Financial Analyst Job Description

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

## Responsibilities for program financial analyst

* Assist in Earned Value Management reporting internally / externally
* Assist in the development of program proposals
* Provide financial guidance and support to facilitate the accurate set-up, performance and reporting of projects
* Provide monthly reconciliation of billed/unbilled vs
* Under supervised direction, review subcontract CPR’s / IMPR’s to ensure that SDRL EVMS requirements are met and reporting is EVMS compliant
* Perform analyzes of subcontract CPR / IPMR financial data
* Provide management with an assessment of the costs and schedule status, issues, concerns and risks
* Conduct monthly CPR / IPMR reviews with Subcontractor Program management and Finance and follow up corrective actions through completion
* Maintain a Program Finance subcontractor EVMS report data base, subcontract cost and schedule SDRL submittal log, and subcontractor contact and responsibility list
* Prepare a monthly subcontract CPR / IPMR management summary report

## Qualifications for program financial analyst

* Experience using financial, PPM and related systems
* Assist in the development and review of subcontract WBS
* Prepare budgets, forecasts, and related reports for specified profit and cost centers to monitor overall financial performance and for use in annual strategic planning and budget presentations to financial and operating management
* Exercise considerable judgment within broadly defined practices and precedents to contribute to the development of new concepts, techniques and standards to ensure financial planning and cost control activities meet overall objectives
* Respond to inquiries, identifies issues, and guides the development on innovative solutions to complex and diverse challenges concerning a variety financial data, some of which contain confidential and sensitive information, which require tact and discretion in handling
* Provide direction to support staff and less experienced professional staff