



# Example of Cost Control Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for a cost control analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cost control analyst

- Proactive, reliable, and honours commitments
- Demonstrated ability to independently manage increasing levels of complexity and ambiguity
- Performs month-end financial closing activities including accruals to ensure accurate financial results for Departments
- Prepares monthly, quarterly and annual reporting and analysis for Core Services and Investment Departments, focused on key metrics and business drivers
- Assists in the development of new reports and spreadsheet models to support on-going financial and management reporting requirements
- Partners with Core Services and Investment Departments to produce annual budgets and forecasts

## Qualifications for cost control analyst

- The ability to obtain and maintain a US government TS Clearance is required
- Bachelor's Degree in Finance, Accounting, Business Administration, or related field with 10 years of experience or Masters with 8 years of experience in program control, financial planning, reporting and analysis
- Understanding Work Breakdown Structure (WBS) development, budget baseline, cost risk analysis/assessment and visibility reports
- Supporting the preparation and coordination of financial forecasting and reporting, Annual Operating Plan and Resource Plan

AMS/CAS/GAAP

- Minimum 3-5 years experience in management and/or financial reporting