Example of Program Cost Sched & Cont Job Description

Powered by www.VelvetJobs.com

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

- 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