



# Example of Program Cost Sched & Cont Job Description

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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

- 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