



Example of Project Control Analyst Job Description

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Our growing company is hiring for a project control analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project control analyst

- Drive accurate coding of data to allow project tracking in both P&L and Balance sheet, accruals, deferrals, Inventory/Asset tracking
 - Monitors and assures budget availability, proper approval authorization and charge accounts
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 - Assist Senior Scheduler with the development and maintain summary level schedule reports
 - Set up and maintain CostPoint project workforce in order to manage labor charges on projects
 - Monitor and review project and program expenditures for accuracy and consistency
 - Review, monitor, and report project financial performance (revenue, cost, margins) and identify and present potential deviations against budget or forecasts to management
 - Support subcontractor/vendor cost management lifecycle, including setting up Purchase Requests, Purchase Orders, tracking subcontractor/vendor invoicing and payments, and developing back up for subcontractor accruals
 - Review and approve client invoices for submission to customer
 - Monitor, track, and forecast project spend for labor and non-labor (travel/ODCs)
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- Bachelor's degree in Business Management, Finance, Accounting or Economics
- Minimum of 3 years creating and analyzing financial data for program control in a manufacturing environment
- Minimum five years of experience as a Project Control Analyst
- Minimum of Bachelor's Degree from an accredited college or university in Program Management, Business Management, Economics, Political Science, Computer Science, Engineering, Law, Government Contracting, Finance/Accounting, or related discipline
- Certified Associate in Project Management (CAPM), Project Management Professional (PMP), or equivalent certification
- Currently possess an active DoD TOP SECRET security clearance