



Example of Project Financial Analyst Job Description

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Our company is searching for experienced candidates for the position of project financial analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project financial analyst

- Support cost investigations by internal and external customer-appointed auditors
- Participate in contract negotiation with customers regarding pricing and payment issues as required
- Facilitate the handover of bids from Bid phase to execution phase
- Support department with ongoing detailed analysis of financial performance and forecasts for Turner and HBO
- Monitor, track and analyze key performance indicators
- Assist with the detailed review and analysis of divisional budget submissions
- Prepares invoices in accordance with contract requirements
- Maintains contract and billing files and makes changes and updates including but not limited to contract amendments, dates, key members, Scans contract and billing documents into data repository [N09 level only]
- Prepares labor adjustments, billing transfers and journal entries as needed
- Performs monthly billing reconciliation

Qualifications for project financial analyst

- Stand out for his/her judgment and analytical mind
- Strong MS Office (Excel, PowerPoint) and SharePoint skills
- Knowledge of current bank project tracking systems(Clarify) a must
- Conscientious worker, who can work independently or in a team setting with minimal supervision

- Hands-on experience with PSGL, BI, MS ACCESS and Qlikview will be an advantage