

Program Financial Analyst: Program Financial Analyst II

Sets up cost control system, monitors and controls costs and schedules on contracts requiring a validated cost schedule control system. Performs analyses and prepares reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines. Prepares budgets and schedules for contract work and performs and/or assists in financial analyses such as funding profiles, sales outlook, and variance analysis. Prepares program plans to ensure program requirements and statement of work are captured and scheduled. Performs schedule risk assessments to identify and mitigate program cost and scheduling risks. Ensures adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and submitting timely requests for additional funding to the government. Incorporates contractual changes into control systems by staying aware of outstanding work against each contract in order to maintain realistic contract cost and schedule baselines.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liason

Frequent internal company and external contacts. Represents organization on specific projects.

Minimum Education and Experience

3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, PowerPoint and Excel skills.