

# Program Financial Analyst: Program Financial Analyst III

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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**

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liason**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

## **Minimum Education and Experience**

6+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel Skills.