



## **Project Controller**

Location: Herndon, VA

Clearance: Clearable for a DoD Top Secret

### **Job Description:**

- Serve as a liaison between management and clients.
- Perform project monitoring and data collection to determine if a project is progressing according to budget.
- Conduct project audits, manage project schedules and oversee regulatory financial compliance issues.
- Accumulate and access historical data, such as performance experience, for use in maintaining a realistic basis for future planning and forecasting.
- Routinely provide accurate cost routing documents.
- Analyze, evaluate, and forecast current financial status against an established baseline schedule.
- Prepare graphs, diagrams, and other exhibits to illustrate cost status and forecast requirements for Project Management and client.
- Assist upper management in presentations/reports to the customer/company management.
- Consolidate financial data in the schedule and in project cost reports for upper management's review and approval.
- Perform analytical review and arithmetic checks of cost reporting documentation.

**Skills Required:** Ability to plan and manage multiple tasks/projects, Effective communication skills both verbally and in writing, Ability to work well as an integral part of a Project Team., effective financial analytical and problem-solving skills.

**Required Education:** Bachelor's degree in a finance-related field, such as accounting, finance, business administration or finance administration. Advanced or continued education in the use of computer-based accounting and analytical software, spreadsheet preparation software and budgeting tools is a huge plus.