



**BUDGET & CONTROL ANALYST**

**REPORTS TO:** Controller

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares, consolidates and distributes periodic budget, forecasting, cash flow and other financial related reports for program managers and senior management within the organization.
- Coordinate the project financial planning.
- Prepare financial analysis for negotiations with suppliers and subcontractors.
- Monitor and analyze project monthly operating results against budget.
- Ensure compliance with government budgetary reporting requirements on DoD contracts.
- Guide and work with department managers and organization staff to develop, control and monitor the project budget.
- Performs analysis and interpretation of cost and expense variances on collected information.
- Analyzes proposed program budgets for accuracy and contract cost impact.
- Provide program specific financials with variance analysis to Senior Management, Program Managers on a monthly and quarterly basis.
- Perform other related duties as assigned or requested.

**EDUCATION and/or EXPERIENCE:** Requires educational background in industrial engineering; 2 years of budgetary and analysis experience in a manufacturing industrial environment, to include working with ERP system and mastering Microsoft Excel.

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