



Jr. Project Control Analyst (JPCA)

01/31/2018

Classification: Exempt – Professional; Administrative

The Jr. Project Control Analyst (JPCA) is responsible for providing overall project control support on a portfolio of projects for one or more TMG client companies. The JPCA develops, implements, and maintains a project reporting and cost tracking system for projects that satisfies the needs of the project team, management, and client. The JPCA provides risk assessments, financial and performance analysis, project forecasting, and reporting on projects of various sizes and complexity.

Knowledge of accounting/finance principles is required, as well as experience in Government contracts and administration. The JPCA will be knowledgeable in work breakdown planning, have excellent MS Excel skills, and strong analytical and problem-solving skills. The JPCA will report to the VP of Pricing Solutions and will work at different locations at TMG and client sites within the DC Metro area. The ability to thrive in a fast-paced environment and work both independently and as part of a team is also required.

Job Duties Include:

- Prepare all monthly financial reports, project set-up support, budget and forecast ownership, profitability analysis, and cost estimates
- Generate the estimate to complete (ETC) and estimate at complete (EAC)
- Ensure adequate funding is available by maintaining accurate records of expenditures and submitting timely requests for additional funding
- Develop and maintain project and business reporting for customer deliverables and internal requirements
- Track project revenue and profit, review actual expenses, and analyze financial variances between actual and budget/forecast
- Review and validate customer invoices and vendor bills
- Work closely with Project/Program Managers, Accounting, and Contracts to ensure data is accurately reported
- Interface with subcontractors for financial and business information as required
- Additional responsibilities may include IDIQ task order proposal development in coordination with pricing resources

Job Requirements Include:

- 1-2 yrs. pricing experience
- Bachelor of Science in business administration, finance, accounting or related field
- Knowledge of accounting/finance principles
- Experience in Government contracts and administration
- Experience in work breakdown planning
- Excellent MS Excel skills
- Strong analytical and problem-solving skills
- Ability to work independently and act when needed
- Team oriented and flexibility

- Proficiency in MS Office applications
- Excellent oral and written communication skills
- Strong organization skills to balance and prioritize work

About The McKelvey Group:

Headquartered in Gaithersburg, MD, The McKelvey Group, Inc. (TMG) has been providing services to companies in the Government and Commercial markets for 15 years. TMG's proven services in Finance & Accounting, Government Pricing Proposals, Business Valuations, and Customized Training have earned TMG its reputation as DC's premier financial consulting firm for high-growth companies. With consultants holding more than 100 combined years of Federal contracting experience, the direct involvement in more than \$20 billion in proposals and contract awards, and extensive knowledge of the FAR, DFAR, CAS requirements and DCAA, TMG has provided successful results for its clients since 2001. General information can be found on our Website www.themckelveygroup.com, our LinkedIn Page <https://www.linkedin.com/company/the-mckelvey-group>, and our Facebook Page <https://www.facebook.com/TheMcKelveyGroup>.