

# ACCEPTING RESUMES FOR:

## OPC Senior Earned Value Analyst

### Overview of Duties

- Work closely with the OPC Earned Value Manager in supporting the Project Team members in the planning, tracking, analysis, and reporting of projects of varying contract type, size, complexity, and level of risk.
- Responsible for maintaining and validating EVM data.
- Responsible for tracking the budget and performance of the Program to include the Earned Value Management System (EVMS).
- Develop, maintain and track of the status of all Government Financial Reports required by the Contract.
- Prepare and deliver written and verbal reports to Program Team and management regarding program performance including the execution of Integrated Baseline Reviews (IBR); the development and delivery of monthly Contract Performance Reports (CPR); and the conduct of audits and in accordance with contract requirements.
- Work technical issues to include routine backups and maintenance of program data, integration of key tool enhancements/patches, security maintenance and setup, as well as establishing software licensing arrangements and producing artifacts and reports.
- Provide detailed plans of action and deficiency reports for contract deliverable reviews to support the project objectives and schedules.
- Regular attendance a work and the ability to work flexible hours, including overtime, weekends and holidays.
- Perform other duties as assigned.

### Qualifications

- Ability to obtain and maintain a SECRET security clearance.
- Requires a Bachelor's degree with seven to ten years in Financial Analysis, or Business Administration. Five to seven years of hands-on Earned Value Management related experience required. An equivalent combination of education and experience may be considered.
- Intermediate to advanced level Microsoft Office applications including Word, Excel, Project and PowerPoint and Critical Path Method (CPM) required. Advanced level experience using Deltek Cobra or similar earned value software. Basic knowledge of scheduling software such as Oracle Primavera P6.
- Requires experience with implementing Earned Value Management System (EVMS) performing support and leadership for the planning, tracking, analysis, and reporting of projects of varying contract type, size, complexity, and level of risk from a financial perspective.
- Experience and advanced understanding of the EIA-748 latest version EVMS standards, requirements and processes required.
- Advanced understanding of EVM Metrics and usage as a program management methodology. Requires experience mentoring managers and support personnel in EVM methodology.
- Experience integrating and maintaining Work Breakdown Structures (WBS) and related dictionaries, Control Accounts, Basis of Estimates (BOE), Integrated Master Schedule (IMS), Performance Measurement Baseline (PMB), change management process, work authorization process, subcontractor management, material control, cost collection, technical performance, integrated reporting, forecasting Estimates at Completion (EAC) and implementing corrective actions.
- Effective written and verbal communication skills and the ability to multi-task and work in a fast-paced environment required.
- Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations.
- Ability to rapidly obtain, sort, filter, and analyze large volumes of data.
- Ability to effectively present information and respond to questions from senior management, employees, government officials, and the public.

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134 S. East Ave., Panama City, FL 32401  
Phone: (850) 588-3946

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