

# OPC Cost Analyst

## Job Summary

This is an entry level position responsible for providing support to the Earned Value (EV) Team in the financial management of projects, material management, interfacing with procurement, software, accounting, planning, and engineering, which is driven by performance and control.

## Job Duties

Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays. Develop program contract deliverables which include IPMR formats 1-7, Format 5 variance analysis, and reporting as required by the Contract. Maintain Deltek Cobra database for designated Contracts, Programs, and Projects. Work with Control Account Managers in modifying budgets and baseline changes. May assist EV and Program Manager with special assignments. Assist with Meeting Minutes, Workflows, Calendars and other Administrative Tasks as required. Perform a variety of program Cost Tasks and Functions as required. Perform other duties as instructed.

**Duration:** More than 150-days

**Hours Per Week:** 40+

**Pay Range:** Salary commensurate with skills and experience

## Qualifications

Education/Experience: Bachelor's degree in Accounting/Finance or related field or three or more years experience in auditing, finance/accounting. Experience in a manufacturing environment desired. An equivalent combination of education and experience may be considered.

Skills: Strong Organizational skills. Intermediate level Microsoft Word, Excel, and Outlook. Familiarity with Deltek Cobra or similar Earned Value software is desired. Ability to read and interpret documents such as general business periodicals, Company policies/procedures, and governmental regulations. Ability to effectively communicate verbally and in writing to all employee levels. Ability to multi-task and work in a fast-paced environment and have an attention to detail. Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form.

## Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

## Apply

Eastern Shipbuilding Group, Inc. - Human Resources  
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