

POSITION TITLE: PROJECT CONTROL ANALYST

POSITION SUMMARY: The successful candidate will be responsible for forecasting, accumulating, recording, and tracking costs for multiple technical projects and activities relevant to a major Department of Energy's (DOE) National Energy Technology Laboratory (NETL) site support cost-plus-award-fee contract. Duties will include assisting contractor task managers and activity leads in plan preparation and cost control. Candidate will plan, establish and maintain task and contract schedules; including technical status, deliverables, manpower schedules and cost schedules to monitor relative performance against task baseline and budget. Work with task managers to develop work breakdown structures, schedules, and resource loaded networks. Assist task managers to define and solicit resources for performing tasks. Implement new or additional budget tracking methods as requested by task managers.

Candidate will initiate technical task procurement requests for new tasks, as well as compiling task modifications for existing subcontractor task orders based on increased task value, funding, or period of performance extensions and release to contractor contracts manager for execution. Perform in-depth review of designated subcontractor invoices for accuracy and adherence to established budgets and with task manager concurrence submit to corporate accounting for payment. Maintain concise tracking records of task value, funding, and distribution of appropriated funds to multiple subcontractors. Coordinate the task manager response to the monthly Cost Management Report data. Develop detailed monthly cost tracking worksheets for program managers to track task status. Upon request, attend meetings between the task manager and the client to resolve any issues relative to cost tracking. Assist task manager in the preparation of written or verbal reports regarding cost and schedule variances. Furnish supplementary reports to the client upon request.

REQUIRED EXPERIENCE: A minimum of two years position-related experience with a working knowledge of the Federal Acquisition Regulation (FAR) is required. Specific experience with DOE and NETL are a plus.

REQUIRED EDUCATION/SPECIAL SKILLS: Candidates must possess, at a minimum, a four year BS or BA degree. Accounting certificate or applicable training is highly desired unless relevant experience in this area can be demonstrated. Candidates should possess the ability to work independently on assignments with minimal management supervision as well as in a structured team environment. Candidates should also be able to interface closely with task managers and the client relative to their needs and requirements, deadlines, and expected outcomes. In addition, good verbal and written communication skills are a must along with proficiency in Microsoft Word and Microsoft Excel. Experience working with other data software is a plus.

JOB LOCATION: This position is located on site at a federal facility near Pittsburgh, PA, or Morgantown, WV.

US CITIZENSHIP IS REQUIRED FOR THIS POSITION

Please email resume, salary history, and references to arice@lti-global and "cc" ndutton@lti-global.com