

**Long Wave Inc. Position Description**

**Position Title:**  Program Financial Analyst

**Department/Location:** Finance/Oklahoma City, OK 73103

**Supervisor:** Director of Finance

**Status:** Regular/Full-Time Exempt

**Position Date:** Open until filled

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**Primary Function:**

This position will support the Finance department with responsibilities including, but not limited to cost/resource/schedule forecasting, project budgeting/analysis, Estimates at Completion (EACs), Earned Value Management (EVM), pricing, and cost proposals.

**Essential Responsibilities:**

1. Spearhead various ad-hoc financial analyses and monthly program reviews
2. Analyze Requests for Proposals (RFPs), develop pricing models, and assist writing cost volumes
3. Work with program managers to develop accurate forecasts, schedules, and Estimates at Completion for select projects
4. Monitor and analyze program expenditures to ensure accuracy of cost classification and future estimates
5. Collect, organize, synthesize, and analyze data of all types
6. Produce and distribute monthly reports including financial variance and hours analysis reports
7. Analyze monthly cost variances and prepare explanations for presentation to management
8. Assist with department development and provide recommendations for process improvement initiatives
9. Assist with annual corporate budget development process and annual operating plans
10. Ensure work is completed on time and accurately
11. Perform other duties as assigned

**Work Conditions:**

Employee will be working within an office environment. Employee may be expected to travel on occasion to locations where specific attire is necessary.

**Job Requirements:**

*Minimum Requirements:*

* Bachelor’s Degree and minimum 4 years of prior relevant experience. OR graduate Degree and a minimum of 2 years of prior related experience. In lieu of a degree, minimum of 8 years of prior related experience
* Proficient understanding of government contract types (e.g. FFP, T&M, CPFF, CPIF, etc.) and their rules and regulations
* Advanced Microsoft Excel proficiency
* Strong organization skills, good oral and written communication skills with attention to detail
* Able to learn new custom systems and software used by Long Wave
* Able to work collaboratively with program managers and other departmental staff, as well as take on projects and responsibilities individually

*Preferred Requirements:*

* Experience with project-based accounting procedures
* Strong knowledge of Federal Acquisition Regulation (FAR)/(DFAR) and government contractor cost structures
* Familiarity and experience with the Truth in Negotiations Act (TINA)
* Experience with Deltek Costpoint or similar government contractor accounting systems

**EOE AA M/F/Vet/Disability**