Cost Control Analyst

Summary:

The Cost Control Analyst responsibilities focus on the budgetary control system for projects, through the preparation of numerous cost reports, monitoring, analyzing and demonstrating commitment to budget and forecast.

The Cost Control Analyst regularly interfaces with project managers, engineering leads, and project team members in order to maintain accurate, updated information on project cost/budgets.

A detail-oriented self-starter, he/she demonstrates strong teamwork, problem-solving, organizational and communication skills in order to work effectively with multiple departments as well as various internal and external customers.

Primary Responsibilities & Duties (Developing and analyzing performance to plans):

- Build good working relationships with the project team to ensure timely, accurate flow of cost related information.
- Prepare and analyze forecasts, cost trend reports and monitoring cost and commitment to budget and forecast.
- Perform the necessary research and assemble all information regarding current cost performances.
- Prepare weekly Estimate at Completion Reports for key jobs.
- Prepare monthly project cashflows and backlog reports.
- Analyze monthly Project Manager package to prepare for month end reporting.
- Provide variance reporting and analysis to ensure any deviation from project plan is highlighted, analyzed and reported as directed.
- Validate subcontracts and Adjustments to Contracts (ATCs) to the project budget and report and investigate any variances.
- Working with Project Management and Procurement to analyze Purchase Order Requisitions (PORs) values against budget.
- Administer and maintain change order management as per procedure (in Jonas).
- Administer and maintain Job Template / GL Integration management.
- Monitoring man-hours and cost progress.
- Assist Manager of Project Controls in developing and maintaining existing Project Control systems and reports.
- Prepare and analyze standard and ad hoc project cost reports as required.
- Working with Estimating and Project Management to ensure proper allocation of all POs and invoices.
- Ensuring that all reports and analyses are consistent and deadlines are met.

Secondary Responsibilities & Duties (Assist in the development of procedures and programs and support training activities):

- Provide weekly New Job and Change Order reporting.
- Report on monthly usage of internal tools by job.
• Initializing budgetary control system and documentation for projects.
• Liaise with multiple departments including but not limited to Accounting, Payroll, Business Development Safety, Quality and Procurement in order to provide and receive required information.
• Contribute to the development of Standard Operating Procedures (SOPs) to assist Project Managers.
• Develop and maintain training on SOPs and departmental administrative activities.
• Audit adherence to the purchasing system as needed.

**Job Specifications:**

• University degree or College Diploma Commerce, Economics, Accounting, Business or related discipline
• Minimum of 5 years’ experience
• Strong Microsoft Excel skills
• General knowledge of payroll, accounting, business operations. Experience in these areas preferred.
• Jonas experience preferred
• Strong auditing skills
• Strong interpersonal skills
• Must possess a strong business acumen
• Must be detailed oriented
• Must be process driven
• Must possess strong analytical skills
• Ability to work in a team setting as well as independently
• Excellent written and oral communication skills
• Ability to present complex technical issues in a clear and concise manner
• Strong organizational and time management skills with the ability to prioritize competing tasks
• Demonstrated ability to work under pressure and meet deadlines

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**Location:** Sudbury, Ontario  
**Start Date:** June 1, 2016 or sooner  
**Term:** full-time permanent