

<b>Job Title:</b>	<b>Cost Analyst II</b>	<b>Job Category:</b>	Finance
<b>Job Code:</b>	2010-020-10-012	<b>Location:</b>	World Wide
<b>Level:</b>	Mid-level	<b>Salary Range:</b>	Negotiable
<b>Travel Required:</b>	Occasional	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Shirley Braswell	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open & On-Going
<b>Applications Accepted By:</b>			
<b>Email or Fax</b> braswellsrl@bellsouth.net Subject Line: <b>Attention:</b> HR Department RE: Job Code # and Title		<b>Mail:</b> Top Performance Enterprise Post Office Box 10366 Warner Robins, GA 31095	
<b>Job Description</b>			
<p><b>Requirements:</b> Four to six years of specialized experience. Must be a U.S. Citizen Possession of a valid driver's license issued by the state of Georgia. Ability to pass a drug screen; Ability to pass a background check; Education/Experience</p> <p><b>Duties:</b> Analyzes and prepares cost data for inclusion in MAJCOM Program Objective Memorandum (POM), Budget Estimate Submission (BES), Financial Plan (FINPLAN), and execution submission. Reviews data sources selected by other analysts within the function, communicates orally and in writing the results of analyses. Provide costing support, strategy and technical data. Through the development and use of models and mathematical formulations, establishes methods and procedures for estimating the operations and maintenance (O&amp;M) account. Assist in cost analyses/estimates or improves methods and techniques as it pertains to impacts of systems acquisitions. Support new methods and techniques to forecast long-range funding needs. Performs analytical studies on highly complex problems using quantitative analysis techniques such as regression analysis, operations research, margin analysis, sensitivity analysis, discounting, simulation, mathematical modeling and statistical inference.</p> <p><b>Competency:</b> Knowledge of quantitative methods, cost research/modeling techniques, and they're application to cost estimating and inflation rate forecasting analysis. Knowledge of accounting, finance, mathematics, economics, statistics, operations research, or directly related disciplines with extensive quantitative cost analysis</p> <p>Computer Skills: Training and experience using Microsoft Office Software products &amp; forecasting tools.</p> <p><b>Clearance:</b> A secret clearance is required for this position</p>			
<b>Reviewed By:</b>	Levi Braswell, Chief Operating Officer	<b>Date:</b>	18 August 2010
<b>Approved By:</b>	Shirley Braswell, Chief Executive Officer	<b>Date:</b>	21 September 2010
<b>Last Updated By:</b>		<b>Date/Time:</b>	