

## Job Opportunity



<b>Job Title:</b>	<b>Project Controller</b>		
<b>Location:</b>	Germantown, MD	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$75,000 to \$95,000	<b>Position Type:</b>	Full-time
<b>Contact:</b>	Rebecca Schneider, Human Resources	<b>Date Posted:</b>	July 5, 2016
<b>Reports to:</b>	Program/Task Manager	<b>Posting Expires:</b>	When filled
<b>TechSource URL:</b>	www.techsource-inc.com		
<b>Applications Accepted By:</b>			
<b>POINT OF CONTACT:</b> <b>Fax:</b> (866) 321-9489 <b>E-mail:</b> <a href="mailto:Human_Resources@techsource-inc.com">Human_Resources@techsource-inc.com</a> <b>Subject Line:</b> Systems Engineer Position <b>Attention:</b> Rebecca Schneider, Human Resources	<b>MAIL:</b> <b>Attn:</b> Rebecca Schneider, Human Resources TechSource, Inc. P.O. Box 988 Los Alamos, NM 87544		

---

### Position Description

---

Oversees the daily financial activity of multiple projects of varying type, size, complexity, and level of risk. Works directly with the Project Manager to help define project/task financial goals and objectives; creates and maintains a project's budget and schedule, analyzes progress reported against the budget and work schedules; and recommends actions to improve progress. Responsibilities include significant interface with program and project managers, senior technical staff, and government customers, as well as other functional organizations including contracts/subcontracts and finance/accounting.

---

### Position Responsibilities

---

- Assisting with the original pricing of a project (i.e., during proposal preparation). Creates and maintains pricing excel spreadsheets.
- Working with Contracts to set up charge numbers for initial project, as well as ensuring that charge numbers are set up for new subtasks and option years.
- Tracking project finances, maintaining project funding workbooks, developing and maintaining project cost graphs, and preparing ad hoc financial reports. Keeps PM abreast of financial status of each project.
- Checking subcontractor invoices to ensure accuracy in rates, charge numbers, and expenses before submitting to Accounting department.
- Checking client invoices produced by Accounting department to ensure accuracy and completeness; work with PM and billing to correct and finalize invoices.
- Coordinating and working closely with Contracts and Accounting departments, providing backup support when needed.
- Providing other administrative, technical, and financial support to PM, as requested.

---

### Required Skills

---

Able to provide project controls support for 20 or more tasks/projects being conducted simultaneously. Experience working with and tracking financial data from multiple subcontractors and teaming partners. Experience working with Federal contracts, including BPAs and BOAs. Proficient in MS Office Software (Microsoft Excel, PowerPoint, and Word). Excellent analytical skills with the ability to learn new processes and tools; well organized and detail orientated. Excellent communication and presentation skills. Ability to work both independently and as a member of a team. Adaptive to a changing environment and expanding business. Flexibility to work outside normal business hours, as required

---

### Preferred Experience

---

Excellent communication, interpersonal, and teamwork skills.

---

### Required Education/Experience

---

Education: Associates degree or equivalent combination of education and relevant experience.

Experience: Minimum of 10 years project controls experience, with the ability to complete assignments on time within a fast paced environment.

---

### Description of Physical Demands and Work Environment

---

Typical office equipment and regular computer work.

---

### About TechSource, Inc.

---

TechSource is a nationally recognized engineering and consulting firm specializing in the management and technical delivery of large-scale nuclear and high-technology projects. The company provides direct access to more than 800 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has allowed the company to achieve a client retention rate of over 95 percent.

TechSource, Inc is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, disability or veteran status. All applicants are invited to self-identify as an individual with a disability or as a veteran at any time.