

Job Description
Position: Senior Cost Advisor
Location: North Slope
Duration of contract:: 11 months
Required start date: October
Number of Positions: 4
Work Description
Primarily responsible for tracking the costs, analyzing trends, and forecasting
Responsibilities
Prepare yearly budgets and analysis. Review financial postings and documents prepared by others for accuracy and resolve audit findings. Monthly department cost tracking, reporting and analysis. Prepare monthly departmental cost reallocations. Conduct rate analysis to determine appropriate reimbursement levels and sets rates accordingly. Measures cost per unit of service to determine whether fees are being set at appropriate levels. Consults with and advises department management and accounting personnel on a wide range of cost accounting matters.
Experience & Knowledge
Extensive background in cost reporting and analysis. Must be detailed oriented and accurate. Must be able to effectively perform multiple complex tasks. Must have high standard of business ethics. Ability to communicate clearly and effectively; both oral and written. Must work well under pressure. Must be proficient in Microsoft Office, Excel, Access, Word, Power Point, Visio, Crystal Reports, Fleet Focus, SAP, E-Accounting, Budget Book, Info-Edge and able to learn specialized software quickly.
Any Other Relevant Information
Minimum BA/BS and 5 years equivalent experience or AA and 7 years equivalent experience may be substituted. Database administration experience preferred. NSTC required.
Local Candidates Preferred