



CAREERS AT KM SYSTEMS GROUP

- Position Title:** Program Analyst
- Position Summary:** Entry-level position supporting client engagement and corporate projects in fast-paced, high growth consulting firm.
- Location:** Washington, DC area
- Responsibilities:** Individual will develop program management items such as Program Plans, Work Breakdown Structures, Program Schedules, Baseline Plans, Control Account Plans, and Analysis Reports. Responsibilities also include development of monthly program reporting for Program Management, Agency Executives, and Office of Management and Budget (OMB). Participation in meetings to provide program updates as it relates to Program cost and schedule variances will also be required.
- Create reports and provide input for the Capital Asset Plan and Business Cases for investment consideration
 - Incorporate data submissions into a variety of sources including Control Account Plans, Baseline Change Requests, monthly Schedule Updates, Actual Costs, Estimates at Completion, and Variance Analysis Reports
 - Conduct analysis, and develop analytic reports on Capital Investments
 - Reconcile Capital Investment spend plans with program baseline and actual costs
 - Work with internal client staff, other analysts, external contractor support, and management to evaluate current data and process improvements
 - Assist development of project plans, progress reports, proposals, presentations, and associated project documents
 - Complete project deliverables on time at highest level of quality
 - Implement new IT infrastructure and web development projects and manage the daily standard operating procedures
 - Perform other job-related responsibilities as assigned
- Education** Bachelor's Degree in Business , Economics, Finance, or related disciplines
- Knowledge and Skills:**
- Excellent analytical skills
 - Familiarity with software packages (e.g., Deltek Cobra and wInsight; and Microsoft Excel, Project and PowerPoint)
 - Experience with Microsoft Small Business Server, SharePoint Services, and Microsoft Project Server
 - Ability to work both independently and in a team-oriented, collaborative environment
 - Strong communication and interpersonal skills
 - Ability to employ problem solving techniques to unique situations
 - Ability to use information technology to solve business problems
 - Ability to effectively prioritize and execute tasks

**Salary and
Benefits:**

KM Systems Group offers very competitive salaries and incentive compensation through performance bonuses and profit sharing. The company provides a 401(k) match saving plan and medical/dental plans.

**About
KM Systems Group**

KM Systems Group provides a friendly and supportive culture that provides opportunities to interface with clients and develop valuable management and technical skills. We provide an environment to support your career objectives and professional growth while maintaining a balance between your professional life and personal life.

KM Systems Group is a premiere strategy and technology consulting firm offering earned value management and program management expertise to the private and public sector. We have developed a comprehensive toolset of standardized methodologies, industry best practices and process templates that dramatically accelerates client service delivery and, consequently, the speed to value for our clients. We approach each engagement using a common, proven platform for planning, managing and delivering to ensure our clients benefit not only from the deep experience of our team, but the latest project management disciplines and technology tools. Visit us at www.kmsystemsgroup.com.

Contact:

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