



## **Cost Controller Needed in Greater Denver Area**

### **Description:**

The primary responsibility of the Cost Controller is to work with the Project Services Team(s) working on capital projects. Responsible for working within an effective organization to ensure prompt and professional services support throughout all phases of a project. The Project Services Team is responsible for developing and maintaining project schedules, cost controls, cost forecasts, invoice management, and information management on projects critical to client's continued growth and success.

Responsible for planning/scheduling, cost engineering, change control, project performance analysis and cost estimating activities. Works on project control activities, develops, interprets, and executes policy, objectives, and standards applicable to cost and schedule control and analysis activities. Will have excellent presentation and communication skills and look to build relationships within the Project Team and across disciplines within the BU and the company at large. Will provide guidance on routine/non-routine cost engineering/planning and scheduling activities and support project organizational, reporting and administrative activities.

### **Skills:**

- Responsible for set-up and execution of project controls procedures and work processes.
- Develop, interpret, and execute policy, objectives, and standards applicable to cost and schedule control and analysis activities in accordance with the overall Project Services Group.
- Responsible for the quality and approval of all internal / external project controls procedures, project schedules, cost reports and weekly/monthly reports.
- Coordinate with Financial functions to ensure implemented processes conform to internal control evaluation requirements.
- Planning & Scheduling development and use of the integrated project schedule, assessing schedule risk, analyzing contractor schedules and detailed tasks, as well as developing and reporting of physical progress.
- Responsible for reviewing, coding, and routing invoices properly through accounting system, along with communicating with vendors and project leads of any invoice issues that may arise.
- Collaborate with the Supply Chain Management(s) effort to ensure project needs are reflected in the contracting & procurement strategies.
- Ensure that project cost exposures and overrun risks are identified in a timely manner to allow informed mitigation decisions and actions.
- Develop and report KPI' s to Project Managers and the Project Director.



- Advise Project Managers and the Project Director of deviations and potential problems and recommend corrective actions.
- Coordinate project reporting to Client's Management & Partners.
- Ensure Client's guidelines and processes are implemented within the projects.
- Maintain liaison with discipline and functional management to coordinate workload, staffing plans, work processes, and procedures.

Education:

- Bachelor's Degree in Finance or Accounting, or related field highly preferred.
- Minimum of five years related experience with oil and gas projects highly preferred.
- Analytical skills; ability to assess project performance problems.
- Excellent oral and written communication skills with the ability to interact with all levels in the organization.
- Must be able to work well independently, be self-motivated and contain the skills to supervise others.
- Ability to prioritize, organize and manage multiple assignments.

Timing:

12-month contract to start immediately.

Please submit current CV to Amber Schmidt for consideration.

**Amber Schmidt**

Business Development Manager



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