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Open Position  
**Cost Advisor – Senior**

**Summary of Position**

Primarily responsible for tracking the costs, analyzing trends, and forecasting for BP Infrastructure

**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:**

To be considered for this role, applicants must have the following qualifications:

- 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.

**PREFERRED QUALIFICATIONS:**

Minimum BA/BS and 5 years equivalent experience or AA and 7 years equivalent experience may be substituted. Database administration experience preferred. NSTC required. Valid driver's license that meets ICE Services insurance criteria required.