

Cost Manager

Technical and Corporate Projects

This is a full-time, client-facing role for a **Cost Manager** at DeBrine Associates in the San Francisco Bay Area. The Cost Manager will provide financial oversight, forecasting, cost control, and change management support across a high-volume portfolio of technical and corporate projects.

This role is responsible for maintaining financial clarity, validating project costs, supporting leadership decisions, and ensuring budgets, forecasts, commitments, and closeout data remain accurate and actionable.

Key Responsibilities

- Manage portfolio-level cost tracking and reporting.
- Maintain project budgets, forecasts, and cash flow projections.
- Support monthly, quarterly, and long-range forecasting.
- Identify cost risks, gaps, and variance trends.
- Review contractor and vendor proposals.
- Review pay applications and supporting documentation.
- Track change orders, commitments, and approvals.
- Support procurement, buyout, and budget alignment.
- Reconcile project costs through closeout.
- Prepare financial reports and leadership updates.
- Coordinate with PMs, vendors, contractors, and client cost teams.
- Improve cost tools, templates, workflows, and reporting standards.

Qualifications

- Bachelor's degree in construction management, finance, engineering, architecture, or a related field.
- 8+ years of cost management, project controls, estimating, construction, or owner's representation experience.
- Experience supporting complex multi-project programs.

- Strong background in forecasting, budgeting, change management, and cost reporting.
 - Experience reviewing contractor proposals and pay applications.
 - Technical, lab, R&D, infrastructure, or corporate campus experience preferred.
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Required Skills and Experience

- Strong cost control and financial analysis skills.
 - Excellent forecasting and variance analysis ability.
 - Strong understanding of construction budgets and commitments.
 - Ability to review proposals, change orders, and invoices.
 - Comfortable challenging costs and requesting backup.
 - Strong attention to detail and documentation discipline.
 - Ability to identify financial risks early.
 - Clear communication with PMs and client stakeholders.
 - Strong spreadsheet, dashboard, and reporting skills.
 - Proficient with Excel, Google Sheets, Procore, and cost tools.
 - Experience with project controls platforms preferred.
 - Systems-thinking mindset and continuous improvement orientation.
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Why Join Us?

- Support a high-volume technical project portfolio.
- Help drive financial clarity and accountability.
- Join a collaborative, builder-minded team.
- Improve cost systems and reporting standards.
- Support strong client service through disciplined cost control. Be part of a high-functioning, collaborative, and multidisciplinary team with clear career progression.
- **The salary range for this position is \$165k to \$220k annually**, with a generous benefits package. Compensation offered may vary based upon work

location, experience, qualifications, specialty training, and market and business considerations, among other factors.

- **Join us in shaping the future of innovation.**