

Attention National Guard Members, Veterans and Transitioning Military:

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Search for Req #: 167385BR - Senior Contracts Administrator - Virginia Beach VA

Closing Date: Open Until Filled

JOB DESCRIPTION:

This full-time position is responsible for all phases of contract/subcontract administration including contract negotiations, cost proposals, invoicing, financial reporting, procurement activities, as well as ensuring compliance with government policies and procedures.

Roles and responsibilities will include (but are not limited to):

Develop contract/subcontract documentation such as subcontract agreements, purchase orders, request for proposals, etc.

Ensure cost and price analysis is conducted and adequately documented to ensure fair and reasonable price.

Negotiate contract terms and conditions to ensure the company is in compliance of them after contract award.

Generate estimates and prepare proposals for various types of contracts.

Prepare various financial reports for Managers.

Review contracts and purchase orders and set up in accounting system.

Prepare contract invoices.

Review subcontract invoices for accuracy and in accordance with the purchase order.

Develop and maintain Subcontract files. Monitor and track subcontractor deliverables.

Input jobs, purchase orders, etc. into accounting system.

Perform all other position related duties as assigned or requested.

SUPERVISORY RESPONSIBILITIES:

This position will not supervise other associates.

EDUCATION and/or EXPERIENCE

Candidates must possess ALL of the following professional experience and qualifications:

5 + years of government and/or commercial contract administration experience.

Must have knowledge of the various contract types, relevant terms and conditions and policies governing assigned contracts.

Candidate must have excellent communication and negotiation skills.

Candidate must have working knowledge of Word, Excel, etc.

Strong administrative and organizational skills required.

Position may require some travel.

Must be self-directed, flexible and have willingness to do 'what needs to be done' in a small business environment.

Bachelor's degree in Accounting, Finance, Business Administration or similar discipline.

Must be able to obtain and maintain a Security Clearance.