

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and engineering support to the Program Executive Office for Enterprise Information Systems (PEO EIS) providing the Department of the Navy (DoN) with capable, secure, and affordable enterprise information technology (IT) solutions.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening at our corporate headquarters for a **Business Analyst** with a focus on budget analysis and proposal support for federal contracting.

Job Location:

Crystal City, VA

The Business Analyst:

- Supports the development of procurement strategies and Acquisition Plans for federal government acquisitions
- Develops solutions to problems and coordinate solutions to applicable stakeholders.
 - Identify contractual and financial risks and recommend appropriate mitigation strategies
- Supports Business Manager with all proposal functions to include but not limited to:
 - Identifying all requirements and criteria for evaluation
 - Outline, development and review
 - Working with Subject Matter Experts (SME) and Stakeholder's in the necessary areas
 - Creating template documents
- Develops proposal budgets and budget narratives that follow client's requirements and respond to programmatic and organizational needs. Compile required financial and institutional information.
- Helps to develop and manage Business Development resources – past proposals, capabilities statements, SWOT Analysis, tools for identifying opportunities, etc...
- Supports detailed analysis and review of acquisition projects to ensure contract and financial fiscal compliance
- Conducts all actions in a professional and ethical manner

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Required Qualifications:

- Minimum of 5 years' experience with bachelor's degree in related field or 7+ years' experience without bachelor's degree in related field
- Knowledge of federal law and associated regulation that are applicable to federal contract administration requirements outlined in the Federal Acquisition Regulations (FAR) and Defense Acquisition Regulations (DFAR)
- Knowledgeable in developing Cost estimates/Pre-award technical documentation.
- Produce accurate Contract and Sub-Contract financial status reports as required: (i.e. available funds; ODC's budget to actual; cost estimating / cost projections; budgeting & forecasting, and project management)
- Experience using advanced functions of Microsoft Excel, including pivot tables, charts, and formulas.
- Have experience with integrated software such as Unanet, PeopleSoft or FreshBooks
- Effective oral and written communication skills.

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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