

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

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 for a **Contracts, Program and Financial Management Analyst**. The Analyst is responsible for performing routine contractual, programmatic and financial management tasks. These include managing contract data, preparing subcontractor modifications, preparing monthly status reports and creating and maintaining spend plans for contracts. The Analyst is responsible to the Business Manager for contracting operations, to include the production of periodic contract spend plan reports, maintenance of an adequate system of contracting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's contract related actions and financial results, and ensure that reported results comply with generally accepted financial management principles and contracting standards. Additionally, the Analyst must have sound programmatic skills to assist in candidate evaluations for proposal projects.

Job Code: CPFMA

Duty Location:

Arlington, VA

**Minimal travel may be required.*

The Analyst will:

- Performs the data review, process, proposal development, and project management from beginning to end for all proposal submittal packages.
- Responsible for supporting proposal renewals, tracking task and delivery order, modification (MOD) renewals, invoicing, financial management of contract funding, and supporting all award packages.
- Individual must show initiative while being a self-starter with the ability to handle timeline pressures while working efficiently and accurately
- Proficient in MS Word, MS Excel.
- Ability to ask clarifying questions to understand scope, user impacts, and required actions.

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- Collaborative, team player.
- Strong relationship building skills; ability to build and sustain relationships at all levels of the organization.
- Strong organizational skills are a must with the ability to multi-task.
- Ability to balance multiple deliverables and priorities.

Education Requirements:

- Business related field or work experience is acceptable w/5 Years of experience
- 5 years of progressively responsible experience for a Federal Contracting service company or similar corporation
- Active Secret Clearance preferred

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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