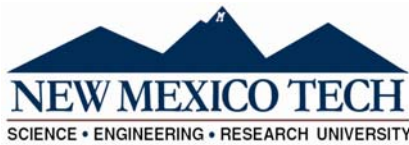


**Posted:** May 3, 2019



## POSITION ANNOUNCEMENT

**TITLE:** CONTRACT ANALYST I

**DEPT:** PRRC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$40,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** May 13, 2019\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Assist to plane, develop and implement solutions to a wide variety of invoicing, cost analysis, and contractual issues. Support the research effort at the PRRC in providing administrative and finance support and guidance for federal, state, and/ or industrial contracts. Works with project managers and principal investigators to maintain the administrative records and finance requirements required by funding agents. Reads and interprets various financial and case status reports in order to compile monthly reports and invoices. Provides monthly project financial reviews and reconciliation. Performs a wide range of contract functions on assigned phases of specific contracts. Assist in preparation of proposals. Cross-trains with support staff to fill critical roles during absences of other staff.

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree required in any area of study OR Associate's degree with significant relevant experience in contracting required. 9 Credit hours in Accounting OR 2 year's related experience required. Analysis of financial data required. Knowledge of petroleum or environmental Science desired. Knowledge of 2 CFR part 220 and part 215 preferred. Knowledge of various computer programs (Word, Excel, access, etc.) required.