



Ahtna Facility Services, Inc.

Position: Financial Manager

Department: Business Management

FLSA Status: Exempt

Work Schedule: Normally Scheduled to Work

Mon. - Fri. 40 Hour Work Week

Job Status: Full Time

Reports To: Chief Operating Officer

Positions Supervised: None

Amount of Travel Required: 25%

POSITION SUMMARY

Reviews requests for proposals and acts as senior level authority to identify and assist proposal team in developing statements of work as well as pricing strategies. Works with internal organizations to ascertain anticipated labor and overhead rates, material requirements, equipment costs and possible bid strategies. Analyzes estimates against historical costs and recommends adjustments. Pricing Analyst may participate in negotiations of contract pricing elements and subsequent scope of work changes requiring price re-determinations and contract modifications. Writes the cost narrative and manages the cost volume during proposal pricing efforts.

ESSENTIAL DUTIES AND JOB FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Overall responsible for preparation of cost and/or pricing spreadsheets and data.
- Develops and compiles information from functional elements and ensures that the cost estimates are within proposed statement of work.
- Analyzes estimates for labor, material, equipment, subcontractors, and other direct costs.
- Participates in proposal reviews with management.
- Determines and develops spreadsheet models and templates for a variety of price proposal efforts that include: Fixed Price, Cost Reimbursable, Time and Material, Time & Labor and Hybrid type proposal efforts.
- Coordinates and leads the activities involved in the development and revision of major cost and/or pricing proposals.
- Ensures compliance with government/customer specifications, company policies and cost estimating procedures.
- Conducts and participates in proposal management reviews.
- Assist corporate accounting in supporting DCAA and DCMA price audit efforts.
- Support corporate accounting and corporate contracting in development of pricing pools or in support of forward pricing rate packages.
- Allocate estimated costs within project budgets, and monitor the development of the actual against budgets/forecasts
- Perform monthly reviews of the value of work in progress and report on costs incurred, revenues, and variances

- Review and measure the percentage of completion of each project segment, and make sure that all costs related to the project are allocated
- Work with accounting department in reviewing client invoices prior to submission
- Collect cost data required to monitor all project cost accounts to ensure that these accounts reflect actual costs to be matched against revenue and any irregularities reported to senior management
- Reviews on a monthly basis, in conjunction with project field personnel, progress within the project and determines the value of the completed work
- Prepare various cost/statistical reports (i.e. fringe benefit cost analysis, administrative overhead expense reports, corporate budgets etc.) for corporate management as required/requested
- Maintains and updates cost proposal cost binder information
- Perform any other duties as assigned by management

QUALIFICATIONS - Education and Experience

- Bachelor's degree in business, finance, mathematics, or statistical analysis.
- Minimum 5 years of experience directly related to Government contract pricing.
- Must be experienced in FAR and DFAR
- Experience with SCA, Davis Bacon Act, Unions (CBAs)
- Experience pricing both as a prime contractor and subcontractor
- Experience with detailed and complex pricing for US Government Services proposals in at least three of the following disciplines - One being HAMS services for large medical facilities (military bases)
 - Hospital Aseptic Maintenance Services (HAMS) - Janitorial - medical facilities
 - Medical Logistics
 - IT Computer Services
 - Security Monitoring and Guard Services
 - Contract Acquisition Management
 - Facility Support Services - Food Services, Grounds
 - Base Operations Support

Skills, Knowledge and Abilities

- Strong computer skills in Word & expert skills in Excel spreadsheet and a good understanding of other database software programs
- Advanced knowledge of Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFAR) and related federal and state legislation regulations.
- Excellent mathematical skills
- Strong attention to detail and follow-through skills
- Strong analytical and problem-solving skills
- Effective communicator capable of working with all levels of staff and management
- Self-starter that thrives in a fast-paced and energetic environment

AFSI has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Approval Signature: _____ Date: _____