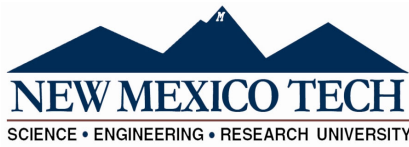


Posted: March 28, 2024



POSITION ANNOUNCEMENT

TITLE: CONTRACT ANALYST

DEPT: PRRC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$54,000-\$65,437

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: April 8, 2024* 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 SUMMARY:

This position will be responsible for supporting both pre-award and post-award activities for Federal proposals and contracts. The primary focus will be on analyzing costs, ensuring compliance with Federal regulations and guidelines, and supporting the negotiation and administration of contracts. This role requires meticulous attention to detail, strong analytical skills, and the ability to communicate effectively with various funding agencies.

JOBS FUNCTIONS:

- Prepare the budgets for Federal proposals, ensuring accuracy and compliance with solicitation requirements and Federal regulations. 30%
- Perform detailed cost analysis of proposed contracts, and ensure compliance with Federal regulations, contract terms, and reporting requirements throughout the contract lifecycle. 20%
- Prepare quarterly Federal Financial Reports. 10%
- Handle all the subrecipients/vendors' invoices and contractual issues for Federal projects. 20%
- Prepare monthly data analysis and financial reports for PIs and the Director. 10%
- Prepare, review, and approve Travel, DP, and PO costs for federal projects. 10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, business administration, business management, Math, Engineering, or related field. Strong oral and written communication skills. Strong analytical skills and attention to detail. Be able to work under time constraints with the ability to schedule own workload and meet deadlines. Professional judgment and discretion in dealing with external agencies. Willingness to research facts and overcome errors. This position will work with awards subject to Department of Energy Order 142.3A, and the applicant may be required to provide information to the Department of Energy which, subject to validation and verification of the information submitted, results in the approval of the Secretary of Energy for access to Department of Energy sites or information.

DESIRED QUALIFICATIONS:

Master's Degree in Accounting, business administration, business management, Math, Engineering, or related field. Previous experience in contract administration, cost analysis, or related areas, preferably in a Federal contracting environment. Knowledge of 2 CFR Part 200.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 3%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu