



## **Contract Level Financial Analyst**

Banner Quality Management Inc. (BQMI) is searching for a **Contract Level Financial Analyst** to support the Naval Surface Warfare Center, Crane Division (NSWC Crane) located in Crane, Indiana. This position supports the BOSS contract Program Manager with estimating, planning and tracking hours and costs on ~150 – 200 SLINs for a task order under the SeaPort-NxG held by BQMI-Peerless Joint Venture.

BQMI is a small woman own business with headquarters in Friendswood, Texas. Our core values of Inspiration, Innovation, Excellence, Integrity and Trust assist us in aligning our tactical goals and objectives with our corporate strategy. We continue to surround ourselves with a network of people that also believe in these values and have the knowledge, experience, and ethics to push us to be the best possible team for our customers. Join our team of employees that are located all over the United States working on NASA and Department of Defense contracts.

### **Essential Duties & Responsibilities:**

1. Maintain fully burdened rate table for all personnel on the task order.
2. In conjunction with the PM, provide ROMs for new work being added to the task order.
3. Review Task Order mods to ensure adequate value and funding are provided per ROM.
4. In conjunction with the PM, assign hours to personnel to allocate funding to JV partners and subs.
5. In conjunction with BQMI VP of Corporate Resources, ensure proper subcontract modifications are issued.
6. In conjunction with BQMI Accounts, ensure employees are authorized for appropriate SLINs and PLCs.
7. Prepare monthly financial reports including invoices, eCraft reporting, funding limitation notification, contract invoicing report, funding and manhours report.
8. Track actual costs and funding for each SLIN.
9. In conjunction with the PM, update ETC for each SLIN.
10. Provide additional financial information to ACO and COR as required.
11. Support BQMI corporate initiatives such as quality and process improvements.
12. Monitor fully burdened rates against bid rates to ensure within trip wires.
13. Conduct procurement for ODCs and indirect cost related to contract.
14. Manage event Task Instructions from beginning to end. Includes obtaining quotes, coordinating vendor visits, assisting as needed to ensure successful events.
15. Assist with administrative duties such as collecting, organizing, and tracking data. Updating spreadsheets, assisting with various data calls, tracking Government Furnished Equipment (GFE), telework schedules, etc.
16. Prepare monthly reports, GFE reports, and financial reports.
17. Other duties as assigned.

### **Essential Skills:**

- Ability to get/maintain a Secret DOD Clearance.
- Excellent communication skills.
- MS Excel skills.
- MS Word skills.

### **Experience/Education:**

- Bachelor's degree in accounting or finance.
- 2 – 5 years of experience in financial analysis on government contracts.



**Personality or self-management skills:**

- Team player, focused, attention to detail.
- Work well with others; including coworkers and the government customer and other POCs.
- Dependable.
- Flexible.
- Professional.

**To apply please submit a current resume and cover letter to:**

Banner Quality Management Inc.  
Human Resources  
[careers@bqmi.com](mailto:careers@bqmi.com)

*BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*