



POSITION ANNOUNCEMENT Jacksonville, Florida

CONTRACTS ANALYST Compliance & Ethics / Contracts



Starting Salary Range: \$42.00 to \$45.00 per hour, DOE
FLSA: Non-Exempt

Tactical Air Support, Inc., a growing national company, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation, as well as the production, modification, and sustainment/maintenance of high-performance aircraft. We “Serve Those Who Serve” with innovative aviation solutions while maintaining a balanced focus on our customers and our teams and we are seeking an experienced **Contracts Analyst**.

The Compliance Department supports Tactical Air’s mission by ensuring the highest quality workplace for our employees through the fair and ethical treatment of each other, our business partners, and as corporate citizens, while fulfilling U.S. and foreign business, U.S. government and international trade laws, policies, and regulations. The focus is the regular and ongoing development and support of the company’s security program and to provide all stakeholders with superior service to ensure company and customer security requirements are met.

This position is located in Jacksonville, Florida, the largest city in Florida with a population close to one million people. Jacksonville boasts the largest Naval port in the United States and offers communities rich in history, arts and culture, entertainment, recreation, and cuisine. There is truly something for everyone. Check out <https://www.lifestorage.com/blog/moving/moving-to-jacksonville-fl/> for more information about living in Jacksonville.

The ideal candidate for the Contracts Analyst position will be responsible for daily assignments in support of contractual requirements of the organization’s procurement activities and contractual obligations. This position will perform technical and analytical functions in compliance with government regulations and company procedures; duties related to cradle-to-grave contract/subcontract management; and will prepare correspondence, financial reports, and Contract Data Requirements Lists. The successful performance of this position will require candidate to meet and support the business goals and mission of the company.

The key desirable and preferred requirements for this position include:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Please refer to the position profile for complete job description and requirements.
- Proven experience with a full range of contract/subcontract types (CPFF, FFP, T&M, etc.) and full life-cycle administration of contracts.
- Excellent negotiation skills and familiarity with complex terms and conditions.
- Technical and functional knowledge of contracts administration including FARS/DFAR, government regulations and laws, and contracting procedures.
- CPCM, CFCM, CCCM certification.
- Strong proficiency utilizing Microsoft Office 365 and various database/ERP systems to prepare documents and reports, manage/track contracts, and maintain records.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.

- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Occasional travel to various work sites throughout the U.S. may be required.
- Current U.S. government security clearance or ability to obtain clearance.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in high-level government contracts management support and solving problems, Tactical Air invites you to apply.

If any applicant requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air is proud to be an **EOE AA M/F/Vet/Disability** Employer*

Tactical Air Support, Inc and Associated Subsidiaries

Position Description

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Reports to: Contracts Administrator; Chief Compliance Officer; or as Assigned
Classification: Exempt
Date: 1 August 2020

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Contract Analyst will perform daily assignments in support of contractual requirements of the organization's procurement activities and contractual obligations and advises on related contract matters. This position will perform technical and analytical functions of contracts and subcontracts in compliance with government regulations and company policies/procedures. The Contract Analyst position will remain current with federal and state contract laws, document contracts processes, maintain accurate and current records and will serve to prevent contractual disputes and protect the company's financial interests and reputation.

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The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- Bachelor's Degree in Business Administration, Finance, or related discipline; advanced degree preferred.
- Demonstrated experience with cradle-to-grave contract/subcontract management including procurement planning, pre-award, cost and price and analysis, and post-award/closeout in a government supporting role.
- Equivalent combination of training, education, and experience in a relevant field or industry will be considered in lieu of degree.
- Experience with a full range of contract/subcontract types, including cost reimbursement, firm fixed price, supply and service contracts, IDIQs, or multiple award contracts.
- Certification in Contract Management (CPCM, CFCM, CCCM) advantageous.
- Familiarity or experience with the U.S. Department of Defense (DoD) federal contractors and the aerospace, defense, or commercial aviation industry preferred.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Perform all duties of contract administration including negotiation, correspondence, documentation, certifications, financial reporting, and Contract Data Requirements List (CDRL) delivery for all major contracts.
- Coordinate approval of negotiations and contracts with appropriate management.
- Provide advice and interpretation of contract and subcontract requirements to managers and staff.
- Prepare, receive, and review subcontract agreements, purchase orders, amendments, cost to completions, option year estimates, and limitation of funds notifications.
- Prepare and review Representations and Certifications.
- Collaborate with managers and staff to ensure contract requirements are fulfilled.
- Generate reports on contract activity and progress as required.
- Provide financial, contract management, and administrative support as needed.
- Process contract files for closeout activities and prepare for review and approval by management.
- Interact with management, teammates, customers, and subcontractors to manage and administer various contracts.
- Assist with other contractual actions required to ensure overall management of contracts in a timely, accurate, and effective manner in compliance with the Federal Acquisition Regulations (FAR).
- Develop and prepare various cost estimates for Request for Proposal (RFP), estimates for labor, subcontractor labor, travel, material, and other costs.
- Participate in special projects as required.
- Other duties as assigned.

Knowledge, Skills, and Abilities (KSAs)

- Technical and functional knowledge of contract administration including FAR, Defense Federal Acquisition Regulations (DFAR), government regulations and laws, executive orders, statutes, policies, principles of acquisition planning, and other requirements necessary to accomplish assigned duties.

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- Knowledgeable of DoD contracting procedures and regulations.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High/MS Teams, and Adobe Acrobat preferred) for creating documents, reports, forms, spreadsheets, presentations, and publications as required; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; and ERP/CRM and government contractor database applications.
- Ability to properly handle classified and confidential information and materials, manage files, and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management, organizational, and prioritization skills.
- Knowledge of proper use of government classified networks, telephone, and email practices and etiquette.

Supervisory Responsibility

This position currently has no supervisory responsibilities.

While performing the duties of this position, employees may encounter the following, but not limited to, workplace situations:

Physical Demands

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Occasional lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

- Face-paced, high-pressure, safety-conscience, office environment.
- Specific work hours determined by operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.
- Tactical Air Support is a Drug and Alcohol-Free Workplace.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance

The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As

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such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.