

Job Description

New West Technologies, LLC. is seeking a versatile individual to fill the position of a **Senior Financial/Budget Analyst**. It is of paramount importance to exceed our clients' expectations with prompt responsiveness and focused attention on the quality of the submittals. In addition to working in a complex and diverse team environment, a successful candidate will incorporate the following:

Educational Requirements:

- Master's degree in business administration, finance or other related field highly preferred.
- Bachelor's degree in business related field required.
- Equivalent years of experience may be considered in lieu of a degree.

Professional Experience:

- Working knowledge of government contracting and project management methodologies.
- PMP certification highly preferred.
- 7+ years of financial analysis and project management experience required.
- 3+ years of Federal Government contract/subcontract administration experience involving all contract types (Fixed Price, Cost Plus Fixed Fee, T&M, IDIQ Task/Delivery Order).
- Prior managerial and supervisory experience highly preferred.
- Ability to gather and analyze data, compile and present information that best fits the stakeholders' needs.
- Ability to multi-task and respond to quick turn-around requests.
- Highly organized and detail oriented.
- Must excel in working in a team environment and be able to work with a group of diverse stakeholders.
- Must be able to work independently.
- Ability to remain professional in demanding situations.
- Ability to prioritize along with prompt responsiveness to incoming ad-hoc requests.
- Advanced knowledge of Microsoft Office (with emphasis on Excel).

Primary Responsibilities:

- Oversees and tracks project(s) budgets, actual costs and develops financial projections; monitors contract financial indicators, and keeps senior management and other key stakeholders apprised of contract status.
- Oversees and mentors assigned staff. This includes assignment and oversight of contract/task activities, review of contract deliverables, timesheet/expense authorization, identification of staff training needs, management of annual performance review and performance metrics, development of and guidance towards staff career goals and objective achievements.

- Conducts detailed analysis. Develops charts, tables, graphs and diagrams to present project performance data to various stakeholders.
- Acts as a quality control manager by overseeing the maintenance and management of project data in spreadsheets or databases and reviewing of incoming information for quality and consistency.
- Responsible for identifying areas in need of process improvements on a strategic level and providing recommendation to senior management; respond to duties as assigned by senior management in an effective and efficient manner.

This position will be based in Washington, DC.

New West is an EEO/AA employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability and sexual orientation. Women and underrepresented groups are encouraged to apply.