

**POSITION TITLE: BUSINESS SUPPORT SPECIALIST**

**DUTIES:** Assist in developing estimates, budgets, schedules and forecasts. Advise business manager and department management. Analyze and report performance parameters. Assist in the development, implementation, analysis and maintenance of critical path method logic diagrams that require critical path analysis. Ensure reporting, charging and accounting practices are consistent with site and DOE policies and procedures. Evaluate actual expenditures. Collect and compile relevant data. Implement, analyze and maintain cost and schedule trend program. Evaluate and analyze budget. Support preparation of contract baseline change proposals to maintain the work breakdown structure for departmental project activities.

Perform subcontract function for the assigned area(s) of responsibility including development of a scope of work packages, ensuring compliance with designated subcontract requirements, regular field inspections, documenting inspections and observations, and interface with subcontractor personnel either directly or through other Subcontractor Technical Representative (STR) personnel. Identify problems/potential problems to the technical/cost/schedule baselines and implement the necessary corrective actions. Perform review and evaluation of preliminary scope, design, schedules and estimates for new projects for accuracy. Interface with project management, design, procurement, and field management at different team levels to accomplish milestones in a safe and cost effective manner. The STR is responsible to take the necessary steps to stop work if continuing the job is unsafe or will create an unsafe condition. The STR is the primary focal point for all day-to-day subcontract and subcontractor work and issues.

Conduct financial compliance self assessments, support the analysis of the results as well as develop feedback to management and the employees as required. Assist in the development and delivery of employee and manager training and refresher training relative to SRR Business Practices. Research FAR, CAS & DCAA requirements in order to develop self assessment plans and provide compliance guidance to the organization. Establish and maintain reporting mechanism for tracing compliance with time entry requirements.

**Specific Skill Requirements and Essential Job Functions:**

BS degree with an emphasis in Business Systems Administration and minimum 2 years related experience. Candidate must be US Citizen.

Candidate must have basic knowledge of accounting and financial concepts. Must be computer literate and confident in using many different computer programs and applications. Computer skills in Excel, Microsoft, and Filemaker Pro are preferred. Experience with the Deltek Cobra and Costpoint processing modules for time collection, procurement, expense reporting and invoicing is desirable.

The position operates under close supervision, following established procedures in performing accounting/financial duties of limited scope and complexity requiring professional knowledge of accounting theory and principles. This position requires the ability to research government rules and regulations as well as government contracts and assist in developing guidance for the organization relative to business practices such as time entry, travel, procurement, etc. Candidate

must display knowledge and the ability to apply standard techniques, procedures and criteria in carrying out job responsibilities.

Candidate must have practical knowledge of subcontract management and experience in the administration and oversight of subcontract activities. Demonstrated knowledge of DOE operating policies, rules, and regulations is preferred. Ability to interact as a team player as part of team-based projects as the STR to assure the project management team is apprised of field condition issues that have potential to occur or have occurred.

Candidates must have the demonstrated ability to successfully drive projects to completion. Excellent presentation skills and demonstrated propensity to deliver high levels of customer service are required. Candidate has access to privacy information that must not be divulged to any personnel without a need to know. Past SRS experience is preferred.

**CANDIDATE EVALUATION FORM**

CANDIDATE NAME: \_\_\_\_\_

POSITION TITLE: **BUSINESS SUPPORT SPECIALIST**

MINIMUM REQUIREMENTS (See Job Description)	<u>YES</u>	<u>NO</u>
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|-----------------------------------------------------------------------------------------|-------|-------|
| 1) U. S. Citizen                                                                        | _____ | _____ |
| 2) BS degree in Business Administration with 2 years of previous applicable experience. | _____ | _____ |
| 3) Skills in the business systems management                                            | _____ | _____ |
| 4) Experience in accounting and financial concepts                                      | _____ | _____ |
| 5) Experience in subcontract development and oversight                                  | _____ | _____ |
| 6) Past experience – business spreadsheets software/Deltek                              | _____ | _____ |
| 7) Telephone interview to validate resume data*                                         | _____ | _____ |
| 8) Reference check *                                                                    | _____ | _____ |

\*Evaluation validation criteria

**Additional Qualifications of Candidate:**

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**Comments:**

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EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_