



## **Contract and Finance Support Associate**

Parry Labs is seeking a **Contracts and Finance Support Associate** to assist with execution of contract reporting, compliance, and finance duties. The position will provide a broad range of administrative and contractual support activities, to include report generation, status updates, compliance checks, and bookkeeping. Located in Alexandria, VA, the candidate will support the Senior Leadership with day to day overhead activities.

### Essential Duties:

- Prepare, route and maintain contract documents for administrative, official and conformed contract files in accordance with applicable policies and procedures.
- Be knowledgeable of FAR/DFARS rules and regulations
- Review and check acquisition packages ensuring completeness, consistency, compliance with requirements and appropriate format and grammar.
- Prepare Sub-Contracts and Purchase Orders on Programs
- Prepare reports as required.
- Gather and deliver weekly report data from across organizations
- Effective and professional oral and written communication across contracting personnel, contractors and senior level reviewing officials
- Perform as needed administrative functions in support of above tasks

### Desired Qualifications include:

- (4) years of experience demonstrating financial acumen, which may include, but is not limited to:
  - Financial Transactions, Accounts Receivables, Accounts Payable Banking, Federal Contract Administration, Invoice Reconciliation Data
- Demonstrated experience in Federal Contracting.
- DoD/IC experience
- Associates degree or higher in Business or business-related discipline
- Experience with PROCAS Accounting System

Candidates must be a US Citizen, and have the ability to obtain a US Government security clearance, and will be subject to a US security background investigation. An active security clearance is preferred.

**Parry Labs is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, protected veteran status, or any other factor prohibited by applicable law.**