

Job Title:	Contract Specialist	Job Category:	Contracting
Job Code:	2010-020-10-004	Location:	World Wide
Level:	Mid-level	Salary Range:	Negotiable
Travel Required:	Yes	Position Type:	Full Time
HR Contact:	Shirley Braswell	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Open & On-Going
Applications Accepted By:			
Email or Fax braswelsrl@bellsouth.net Subject Line: Attention: HR Department RE: Job Code # and Title		Mail: Top Performance Enterprise Post Office Box 10366 Warner Robins, GA 31095	
Job Description			
<p>Requirements: EXPERIENCE AND QUALIFICATIONS IN THE FOLLOWING AREAS ARE A MUST. CANDIDATES WITHOUT THE EXPERIENCE AND QUALIFICATIONS LISTED IN THIS SECTION WILL NOT RECEIVE FURTHER CONSIDERATION. Knowledge of the following Government data systems: Management of Contract Administration System (MOCAS), Central Procurement Accounting System (H103/CPAS), BQ/H069/Mapper Accounting System, Due-in Asset System (J041), J018 System, Standard Procurement System (SPS), Integrated Accounts Payable System (IAPS), Commanders Resource Integration System (CRIS), Standard Contract Reconciliation Tool (SCRT), Electronic Document Access (EDA), APO System (JO25A), ABSS (Automated Business Services System), Financial Data Retrieval System (FDRS), Contract Depot Maintenance Production and Cost System (G072D), Defense Procurement Payment System (DPPS). Must be a U.S. Citizen Possession of a valid driver's license. Ability to pass a drug screen Ability to pass a background check Security Clearance required Computer Skills Proficient in the use of Microsoft Office 2007, use of intranets and the internet to research various financial topics.</p> <p>Duties: Utilize computerized spreadsheets and graphs to illustrate technical reports and projections. Analyze financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions. Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory. Prepare plans of action for investment based on financial analyses. Present oral and written reports on general economic trends, individual corporations, and entire industries.</p> <p>Clearance: A secret clearance is required for this position</p>			
Reviewed By:	Levi Braswell, Chief Operating Officer	Date:	18 August 2010
Approved By:	Shirley Braswell, Chief Executive Officer	Date:	20 August 2010
Last Updated By:		Date/Time:	