



Professional Opportunity

Business Manager

Job Description

Alphaport, Inc. has an opening for a Business Manager onsite at a NASA client facility in Cape Canaveral, FL. This full-time position assists the Program Manager financially with managing the contract to the customers' satisfaction including, but not limited to, Monthly Contractor Financial Management Report (533) submission.

Key Responsibilities

- Responsible for program management, variance analysis and daily interaction with various levels of operational and business management.
- Responsible for working with operational and business management to develop integrated revenue/expense analysis, projections, reports, and presentations.
- Responsible for performing financial forecasting and reconciliation of project accounts and identifying trends.
- Ensures compliance with internal procedures and government procurement regulations.
- Duties will include development and maintenance of budget and forecasts, cost proposals, pricing support; actuals and funding tracking.
- Conducts complex financial analysis (variance analysis, risk analysis, profit/loss, etc.).
- Reviews and processes subcontractor invoices for Program Manager approval.
- Provided or supports data exchange with customer or auditing agencies.
- Interfaces with subcontractors, vendors, consultants and customers as required.
- Assist with special projects as directed.
- 533 Performance
 - Review monthly subcontractor 533 submissions and coordinate revisions with the subcontractors.
 - Compile all information from multiple inputs/reports into the monthly Data Requirements Description (DRD).
 - Participate in a monthly detailed financial review to ensure contract is on track to meet contractual requirements.
 - Provide monthly updates to NASA Budget's fiscal year baseline spreadsheet and explain any large variances.

Requirements

- Minimum 7 years of experience in a government contracting environment required.



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- 4 year college degree from an accredited university with a concentration in finance and/or accounting required. Contracting experience preferred.
- Experience working with accounting principles and strong spreadsheet skills required (i.e. Microsoft Excel and other Microsoft solutions)
- Excellent verbal and written communication skills required.
- Experience with Accounting software solutions (i.e. CostPoint) and Forecasting software solutions (i.e. Planning, Impromptu, etc.) preferred.

Highly Desired:

- Experience in preparing NASA 533 reports.
- Good organization skills to balance and prioritize work.
- Ability to work independently and as part of a team.
- Experience working with program control techniques in the Federal Contracting environment.

Education and Work Experience

BA/BS degree in Finance and/or Accounting or Business Administration with 7 additional years of experience.

Clearance

No clearance required.

Physical Requirements

Kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10 to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment, and read information on spreadsheets and reports. The candidate frequently is required to sit, reach with hands and arms, talk, and hear.

Alphaport, Inc. is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.

Local candidates only (Cape Canaveral, FL area). No relocation.

To express your interest in this position, please contact Human Resources at hr@alpha-port.com.