



**JOB DESCRIPTION  
COST/PRICE ANALYST  
EXEMPT**

TITLE  Cost/Price Analyst		LOCATION  Corporate Office - Houston	DATE PREPARED  August 2008	
REPORTS TO (TITLE)  Director of Contracts		APPROVED (DEPARTMENT)	GRADE	JOB CODE
DEPARTMENT  Contracts	DEPARTMENT CODE	APPROVED (COMPENSATION)	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED	

**A. BASIC FUNCTION**

Support contracts/pricing in the analysis, strategy and formation of cost and pricing methodologies and models for eventual submission to U.S. Government entities (Prime & Subcontracts) as well as commercial and foreign entities. Cost and pricing is primarily focused on the governmental services industry.

**B. RESPONSIBILITIES AND SPECIFIC DUTIES (LIST IN ORDER OF IMPORTANCE):**

- Be able to work independently or with a team and multi-task in a deadline-oriented environment
- Have excellent interpersonal skills and work well with all levels of management
- Must be detail-oriented, motivated and possess a strong aptitude for numbers
- Possess excellent analytical skills and ability to perform various analyses (economic feasibility, profitability, etc.)
- Have understanding and working knowledge of forecasting (budget, forward pricing, economic feasibility, profitability analysis)
- Hold in-depth understanding of direct and indirect cost structures
- Hold in-depth understanding of cost allocations and indirect rate formation
- **Hold in-depth knowledge of Government proposals and contract regulations (FAR Part 15, DFAR, Cost Accounting Standards, GAAP)**
- Experience working with IDIQ type (FFP, T&M, Cost Reimbursable) contracts and development of supporting cost modules
- Experience in writing and managing cost/price volume development
- Understanding of Service Contract Act pricing provisions
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources
- Participate in proactive team efforts to achieve departmental and company goals
- Perform other duties as assigned
- Provide leadership to others by example and sharing of knowledge and skills

**C. KNOWLEDGE AND SKILL REQUIREMENTS:**

- Expert ability and use of Microsoft Office Suite (especially Excel)
- Ability to read, analyze and interpret complex documents
- Demonstrated communication skills (verbal and written)
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations as well as apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems

**D. EDUCATION AND WORK EXPERIENCE:**

Bachelor's Degree in Accounting or Finance. Master's Degree in Accounting or Finance preferred.



**JOB DESCRIPTION (cont'd.)**

**[TITLE]**

**EXEMPT**

Must have a minimum of five (5) plus years working with the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR) and the Defense Contract Audit Agency (DCAA).

Please contact:

**Damaris S. Mansfield**

Human Resources Senior Recruiter

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