

POSITION TITLE: BUSINESS MANAGER

POSITION SUMMARY: The successful candidate will be responsible for all day-to-day business related activities associated with a major US Department of Energy's (DOE) National Energy Technology Laboratory (NETL) site support cost-plus-award-fee contract. These duties include all scheduled and ad hoc contract deliverables, which include the development and delivery of the Monthly Status Report (MSR), Cost Management Report (CMR), travel and visitation weekly report, Integrated Safety Management (ISM) Plan, property plan updates, property reconciliation, Environmental, Safety, and Health (ES&H) compliance, training compliance, subcontractor status report, and comprehensive organization report.

The position requires demonstrated analytic skills, proficiency in the use of complex spreadsheets, and excellent oral and written communication skills with demonstrated professional interpersonal skills. A proven ability to quickly learn and utilize customized software systems is needed in performance of this position. Candidates should have a demonstrated multi-tasking capability in a dynamic, high pressured environment, while being able to meet hard deadlines for reporting comprehensive deliverables. The position requires working with business (accounting and administrative), scientific, engineering and academic professionals across a broad spectrum of disciplines and past experience in this area is highly desired.

The Business Manager is the lead and as such is responsible for all contract business activities. In addition to the reporting mentioned above, arranging and holding weekly business conference calls and participating in the program managers' weekly meetings with the client is required. The Business Manager must be available to routinely interface with the federal client as needed. Twenty-five percent of the semi-annual award fee is dependent upon the management performance, which is directly attributable to the Business Manager. A highly motivated professional is essential for this position.

REQUIRED EXPERIENCE: A minimum of 5+ years of professional business management experience including managerial accounting is required. Federal contract business experience is desired and specific experience with US DOE NETL is a plus.

REQUIRED EDUCATION/SPECIAL SKILLS: Candidates must possess, at a minimum, a four year BS or BA degree (MBA a plus). Accounting and/or business degrees, certificates, or applicable training is highly desired unless significant experience in this area can be demonstrated. Candidates should be detail oriented and possess the ability to perform well under tight schedules and be comfortable working with contracting, administrative, and technical professionals. In addition, high proficiency in Microsoft Word and Excel is essential and experience with other data software is a plus.

JOB LOCATION: This position is located on site at a federal facility near Pittsburgh, PA, or Morgantown, WV. Traveling between the two sites will be required; therefore a valid driver's license and personal transportation access is needed.

US CITIZENSHIP IS REQUIRED FOR THIS POSITION

Please email resume, salary history, and references to arice@liti-global and "cc" ndutton@liti-global.com