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# Example of Acquisition Analyst Job Description

Our company is hiring for an acquisition analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for acquisition analyst

* Developing a financial mindset amongst the land Acquisition managers to create accounting/financial/budget acumen
* Deliver operational processes that ensure seamless and consistent talent acquisition workflows, practices and procedures
* Assist in management and execution of ISP Contract operations and sustainment out year billing, invoices and collections
* Coordinate cost estimates and technical work scope including fiscal appropriation determination with the program management office and appropriate project teams
* Provide input to reports, briefings and documentation
* Draft AF9 funding documents
* Track and maintain all contract financial records
* Review, track and analyze all contractor financial information
* Keep the Government Task Manager, Acquisition Program Manager, and Contracting Officer’s Representative (COR) apprised of all applicable changes and updates and provide impact assessments and recommendations
* Participate in requirements development and planning meetings providing cogent rationale for recommendations

## Qualifications for acquisition analyst

* Demonstrated experience in communicating technical findings to audiences of varying expertise, collaborating with interdisciplinary teams
* Proficient with various social media sites such as Twitter, Facebook and LinkedIn
* Ability to work with other sets of data
* We promote ongoing professional development including education/certifications, coaching and mentoring
* Excellent computer applications skills, especially with MS Office products, MS Word, MS Excel, MS PowerPoint MS Outlook , MS Project, and SharePoint
* Experience preparing Simplified Acquisition Process (SAP) requests for Government Contract packages