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# Example of Analyst, Acquisition Job Description

Our company is searching for experienced candidates for the position of analyst, acquisition. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, acquisition

* Manage the preparation of Navy MILSTRIP documents
* Manage the maintenance and preparation of MS Excel spreadsheets for material on hold from Program Managers for reutilizations
* Identify excess retrograde material and process through advanced traceability and Control (ATAC)
* Manage the maintenance of Kit Reclamation receipt and shipment files
* Perform financial analysis, due diligence and valuations of potential acquisition targets
* Prepare Pro forma financial models and provide specialized deal support
* Analyze current and historical trends, key performance metrics including all areas of revenue, cost of sales, expenses and capital expenditures
* Prepare detailed financial schedules highlighting strategic rationale, business drivers and risks associated with potential acquisitions
* Provide deal recommendations to senior management
* Work with general counsel and external brokers to prepare transaction related documents (closing statements, purchase agreements, disclosure schedules etc)

## Qualifications for analyst, acquisition

* Experience with an ATS required - Taleo highly preferred
* Conduct business in a professional and ethical manner to potential buyers, lenders, trade partners, and coworkers to reinforce goodwill and profitability for the company
* Conduct field based market research throughout the Division
* Preference will be given to those with high level industry certifications (e.g., DAWIA (Acquisition/Contracts/PM, PMP, NCMA)
* Must have 30 years of organizational leadership and technical experience in acquisition, project, and contracting management
* Master's preferred in Urban Planning, Geography, Real Estate Development, or like field