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# Example of Senior Contract Job Description

Our company is hiring for a senior contract. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior contract

* Evaluate product billing
* Participate in revenue initiatives
* Assist the Finance Director in various ad hoc reporting projects
* Work with databases and other tools to conduct analysis
* Conduct and document complex financial analysis projects
* Receive, log, process, load documents on share-point, and track all deliverables submitted to the PEO DHMS and PMOs (average three (3) to five (5) deliverables/month/contract) from the date received through date approved/rejected by the Government
* Prepare deliverable acceptance/rejection notifications for COR release to Contractors
* Work closely with each COR to develop and maintain the Contract File for each contract awarded
* Develop a ledger and track modifications (reason for mod, increase or decrease in contract value) and invoices throughout the life of the contract
* Provide contract execution support for PEO DHMS contracts, purchase orders and task orders

## Qualifications for senior contract

* Minimum 3 years legal secretary/contract management/payment administration experience required
* Must have excellent communication, negotiation and organizational skills
* 10+ years of experience in the full range of federal government contracting, including Organizational Conflicts of Interest (OCI) with at least 5 years in a leadership role
* Experience with researching issues and conducting and authoring executive level reports that summarize the analysis and recommend courses of action
* Experience as a federal government contracts official
* Minimum of 5-7 years of combined accounting industry and private industry experience