



## Position Description

### Financial and Contracts Analyst

#### Position Summary

STAR Autism Support Inc is an educational services company providing curriculum materials and training to school districts throughout the United States and internationally. The Financial and Contracts Analyst will be part of a growing team of dedicated and energetic professionals who are national and international leaders in the field of special education.

#### Responsibilities/Core Competencies and Skills

- Optimizes corporate spend and contracts by collecting, monitoring and studying data; recommending actions
- Reviews training and software contracts to evaluate pricing efficiency
- Determines cost of operations (including travel efficiency) by establishing standard costs; collecting operational data
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
- Maintains database by entering, verifying, and backing up data.
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Increases productivity by developing automated accounting applications; coordinating information requirements.

#### Education and Experience

##### Required for position:

- Bachelor's Degree in Accounting or Finance
- Minimum 3+ years accounting or finance experience
- Experience in managing and delivering services contracts and reimbursement billing preferred
- Knowledge of financial systems, including quickbooks
- Experience in services contracts and reimbursement billing preferred
- Strong analytical and problem solving skills
- Self- motivated, ability to work independently or as part of a team
- Strong written and verbal skills
- Knowledge in the use of current office technologies
- Creative and independent thinker