



**CONTRACT COMPLIANCE ANALYST – CHEMICALS**  
**REQ. # 5076**  
**VALENCIA, CA**

Wesco Aircraft is one of the world's largest distributors and providers of comprehensive supply chain management services to the global aerospace industry. The company's services range from traditional distribution to the management of supplier relationships, quality assurance, kitting, just-in-time delivery and point-of-use inventory management. The company believes it offers one of the world's broadest inventory of aerospace products, comprised of more than 600,000 active stock keeping units, including hardware, bearings, tools, electronic components, machined parts and chemicals.

**SUMMARY:**

The Contract Compliance Analyst, Chemicals is accountable for providing oversight for the compliance of Chemical sales contracts, throughout their term, for the purpose of communicating non-conformance findings to executive management, and assisting in effectively managing and mitigating strategic risks.

The Contract Compliance Analyst, Chemicals is responsible for developing a clear understanding of specific customer requirements, and as applicable or requested, monitoring specific contract compliance factors and profitability, including, but not limited to, contract set-up, bin pricing, part numbers, min/max inventory or service commitments and product certifications. This responsibility is accomplished through systematic examination and evaluation of various financial, statistical and/or operational records, reports, and compliance controls, relative to contractual obligations, carried out by Wesco management and staff for the purpose of fulfilling contractual commitments with excellence.

**DUTIES AND RESPONSIBILITIES:**

Develop, implement, and utilize internal compliance audit templates, policies, procedures, and documentation to be utilized in assisting department managers in implementing applicable "compliance controls"

Perform Reviews of newly created contractual agreements for inconsistencies and to identify potential compliance issues and liabilities

Recommend improvements to the systems, procedures and processes reviewed, to effectively minimize risks and improve efficiencies

Develop and maintain a compliance database to track internal performance/results on contractual deliverables

Develop and implement contract compliance training and application tools for interfacing departments (i.e. Sales)

Develop procedures, schedules, priorities, and programs for achieving audit objectives and goals

Interview management and staff to help identify adequacy of controls for new contracts and contractual changes

Create, submit, and communicate audit findings and reports to Wesco executive management, as required

Proactively recommend contract changes, based on customer trends, and foreseeable needs

Assist in developing procedures for specialized contractual billing processes.

Review for account integrity and Issue corrective actions when necessary

Report account status to appropriate authorities in finance as required

Lead contract compliance project teams, when necessary

Contribute to the continuous effort to ensure operations and process improvements include contractual compliance specifics

Train, mentor and monitor staff on all aspects of position.

Participate in Performance Management projects/tasks as directed by the Director of Sales Performance Management

Attend management meetings and/or company-sponsored training, as required

Perform other duties as assigned

**REQUIREMENTS:**

- Bachelor's Degree in Business, Accounting, Finance or Audit- or equivalent industry experience
- Minimum of 7 years experience in contract administration or compliance, preferably within the Aerospace industry
- Previous Sales, Accounting, or Customer Service experience is preferred
- Demonstrated ability to analyze and recommend effective and corrective actions, necessary to ensure contract compliance
- Proven ability to make educated or experiences decisions through a strong understanding of industry contracts, policies, obligations, and commitments
- Strong principles and practices of internal contract compliance research, auditing, analysis, and report preparation
- Ability to comprehend and analyze moderately complex contracts and identify and track deliverables
- Ability to compile audit data, measure contract compliance, and present the findings in the report form or formal presentation form, as required
- Strong ability to interface and communicate well with all levels of personnel
- Ability to effectively lead, train, supervise and motivate others to successfully

complete goals

- Excellent organizational and time-management skills
- Clear, concise, and accurate documentation skills
- Strong follow-through and perseverance to handle multiple tasks simultaneously
- Ability to be detail oriented and perform in-depth research
- Strong competency working with integrated data systems, Microsoft Office Suite, including Outlook and intermediate to advanced Word, Power Point, Access, and Excel (i.e. spreadsheets, formulas, importing and exporting of files, as applicable), as well as utilize audit tracking tools, as necessary
- Ability to travel, as necessary

At Wesco Aircraft, we know that having the best employees provides us the competitive advantage and we are always searching for capable individuals. **Apply on line at:**  
**[www.wescoair.com](http://www.wescoair.com)**