



Contract Manager

Department: Partnership
FLSA Status: Non-Exempt
FLSA Classification: Administrative
Work Schedule: M-T, 8:00 am – 2:30 pm

Job Status: Part-Time
PCH Classification: Hourly
Reports To: Finance Director
Positions Supervised: None

POSITION SUMMARY

The Contract Manager is responsible for developing a contract management processes to include assisting with the development of new contracts, ensuring compliance with existing contracts, and monitoring all contracts for timely invoicing and ensuring deliverables are being met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the point of contact for subcontractors.
- Responsible for all contract related correspondence.
- Provide training to new subcontractor staff in practices and procedures.
- As needed, provide guidance on contract matters to project leadership or other program staff.
- Develop and implement procedures for contract management and administration in compliance with company policy.
- Organize documentation and process for reimbursement as required.
- Ensure timely receipt of invoices from subcontractors.
- Review and approve invoice back-up documentation and approve payables.
- Monitor and document compliance by subcontractors (milestones, deliverables, etc.). Identify and address areas of weakness.
- Work with Finance Manager to coordinate contractual budget requirements.
- Work with Executive Director on new and renewing contract to establish scope and deliverables as well as to ensure timely submission of executed contracts.
- Ensure that executed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Maintain current knowledge of federal and state regulations as relevant to contracts and interpret the potential impact on current and future contracts.

QUALIFICATIONS

- ◆ Demonstrated problem solving skills, decision making skills and sound judgment.
- ◆ Ability to get along with all types of people in various situations.

- ◆ Demonstrated time management skills, effective public speaker, attention to details, and demonstrated independent mobility within the community.
- ◆ Organizational skills.
- ◆ Ability to maintain client confidentiality according to established policies, federal and state statutes.
- ◆ Ability to work independently and utilize initiative, ability to be organized and meet deadlines.
- ◆ Computer experience in a Windows environment, Microsoft Office (Excel, Access, Word) and ability to learn and utilize other software programs.
- ◆ Possess excellent oral and written communication skills.
- ◆ Attend staff development training for professional growth.
- ◆ Ability to work in partnership with other team members.
- ◆ Ability to work in partnership with other service providers.

EDUCATION AND EXPERIENCE

- ◆ Five years of experience in the performance of contract management.
- ◆ Bachelor's degree