



CONTRACTS MANAGER

DEPARTMENT: FINANCE

GRADE: 40

CHARACTERISTICS OF THE CLASS:

To oversee and assist with contract processing, audit, and compliance activities. The Contract Manager will report to the Finance Director and will work closely with internal and external stakeholders.

Performs professional work of advanced difficulty in the technical and administrative functions of the contract management and administration of the government. This position is responsible for the City's contract management process, ensuring that contracts are drafted and executed in a timely manner, that reports are generated to Departments and the City Commission; and that all contract terms are being followed.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks to be performed.

- Administer contract processes to include review of all contracts, budgets, work plans, execution of compliance reviews and associated reporting for all operational contracts.
- Assist in the review of contractor voucher submissions and allocations to various departments.
- Assist in review and development of performance reports and contract metrics for various internal leadership and external stakeholders.
- Participate in technical assistance meetings as scheduled to support education and understanding of contract budgeting, invoicing, and reporting requirements.
- Develop a contract compliance and reporting assistance manual to enhance efficient, timely and accurate reporting.
- Prepares audit work-plans, develops audit techniques, and leads investigative interviews to ensure contract compliance.
- Leads and performs internal financial, operational and compliance audits for contracts. Identifies deficiencies in internal control, management and operation practices, recommends and follows up on corrective action.
- Manages and oversee the contract database and contract database report that must be submitted to various stakeholders on a timely basis.
- Provide support to program and fiscal staff throughout the contract development and administration process by developing new and enhancing existing compliance tools and resources.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

- Bachelor's degree Accounting, Finance, Business, or related field.
- 3 – 5 years professional experience in an operational/financial auditing background role.
- 2 years in a supervisory or management role
- CPA, MBA or Certified Internal Auditor is desired

Knowledge, Skills and Abilities:

- Ability to effectively handle multiple detailed projects in an organized style.
- Strong knowledge of MS Office suite with proficiency in Excel and Word.
- A strong numeric aptitude, problem solving and analytical skills.
- Exceptional communication skills both verbally and in written form with a variety of stakeholders (including business, policy, technical, legal and operational stakeholders, leadership, external stakeholders and team members).
- Outstanding planning and organizational skills with attention to quality of detail.
- Ability to prioritize and manage multiple complex projects in a fast-paced environment.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 3, 6, 7, 8, 9