

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: **Contracts Specialist**

REPORTS TO: **Budget & Contracts Manager**

CLASSIFICATION: **Non-Exempt**

HOURS PER WEEK: **Regular, Full-time**

DATE: _____

APPROVED: _____
Executive Director

PRIMARY PURPOSE:

- Manages the development, organization, and maintenance of all DEPC program sub-contracts and files. Performs annual Financial Monitoring on Direct Service Providers (DSP) & prepares monitoring files for review. Assists with the development of Contractor Services Agreements and the tracking and monitoring of all grant components of internal programs. Responsible for the collection and recording of DSP financial status, cash and in-kind contribution, other resources accessed and audit reports.
- Provides administrative assistance to DEPC.

ABILITIES NEEDED:

- Strong written and verbal communication skills
- Excellent organizational skills
- To work independently
- To be a part of the team
- To manage multiple tasks
- Strong interpersonal skills
- Attention to detail

WORK EXPERIENCE REQUIREMENTS:

- Three to Five years of general office/clerical work experience (or equivalent combination of experience and training)
- Computer proficiency in a windows-based environment, especially Excel
- Experience working with a computerized accounting system (GL, AP, AR, PO)
- Strong financial background and working knowledge of nonprofit organizations
- A valid driver's license and be able to be bonded

ESSENTIAL RESPONSIBILITIES:

A. Program Sub-Contracts

1. Assists with copying and collating program proposals in appropriate plan formats.

2. Develops all sub-contracts with funded agencies including producing and processing the contracts and compiling all contract, program and financial information into a contract file.
3. Oversees the organization and maintenance of all sub-contracts including correspondence with funded agencies or organizations and maintaining all program and financial information in the contract file.
4. Collects monthly Financial Status reports (FSRs) and maintains a date received, approved and paid log. Responsible for contacting programs concerning late reports. Reviews FSRs for compliance with approved budget and accuracy, records financial data into the Grants Management System and submits to Budget and Contracts Manager and Operations Director for approval. Produces monthly financial reports for Program Development Manager to review timely submission of reports and spending patterns.
5. Records status of all approved Budget Amendments and Revisions in the Grants Management System and sub-contract file. Notifies the contracting agency and Program Development Manager.
6. Oversees the development and maintenance of internal program files including the collecting of program information and compiling them into program files.
7. Performs financial monitoring of direct service providers for compliance with the terms of their contract. Develops and maintains related forms in preparation of site visits; creates and assists with the distribution of final reports.
8. Quarterly program reports and Quarterly Review follow-up sheets are maintained in the contract file.
9. Assists in reviewing all sub-contract files prior to yearly audit.
10. Prepare other reports as needed.

B. Contractor Service Agreement

1. Produces and processes Contractor Service Agreements and amendments as needed from information submitted by staff reviewed by Budget and Contracts Manager. Compiles all contract information in a contract file.
2. Maintains log of all Contractor Service Agreements and posts payments monthly to assist the Budget and Contracts Manager and appropriate staff with the monitoring of contract terms and Finance Staff with the processing of payments.
3. Coordinates management and maintenance of files (financial documents) with the Controller.

C. Cash and In-Kind Contributions

1. Distributes Cash and In-Kind Contributions reports to each funded program and reminders to appropriate internal programs.
2. Forwards contribution reports and information to the Program Development Manager for review.
3. If contributions are approved for submission, Smart Start data is entered into the Smart Start Quarterly Reporting System and the DEPC Grants Information Management System (GIMS).
4. Reports are balanced and filed quarterly with supporting documentation.
5. Forwards DSP's quarterly reports from GIMS to Program Development Manager for review of progress towards meeting required match.

6. Prepares an annual projection of CIK contributions and a quarterly report of contributions for the Board.
7. Assists with the maintenance of a volunteer database for reporting to Smart Start and to provide information for DEPC's Community Impact Report.

D. Other Resources Accessed

1. Distributes NCPReK Other Resources reports to each funded program and reminders to appropriate internal programs.
2. Collects and forwards contribution reports and information to the Budget and Contracts Manager for review and approval.
3. Other Resources Accessed Certification is forwarded to Budget and Contracts Manager and Operations Director for review and Executive Director for signature.
4. If contributions are approved for submission, NCPReK data is forwarded to the Subsidy Program Manager to enter into the state database by the due dates issued by DCDEE.
5. Reports are entered into the DEPC Grants Information Management System (GIMS) and filed with supporting documentation.

E. Internal Program Grants

1. Develops Internal Program agreements with organizations including producing and processing the agreements and compiling all grant, program and financial information into a grant file.
2. Maintains a log of all grants made to organizations by provider, grants and fiscal year.
3. Assists with the preparation, collection and processing of any report forms necessary to monitor all grants.

F. Board and Board Development Support:

1. Coordinates activities for the board meeting to include sending reminder notifications, securing quorums if required, and other actions as directed by Executive or Operations Director.
2. Responsible for providing draft agendas and minutes for Executive & Operations Directors to review and preparing and distributing packets prior to each board meeting.
3. Responsible for maintaining board information such as conflict of interest forms, listing of contact information, terms, positions and committees.
4. Provide backup support to the Budget and Contracts Manager for Executive Committee meetings.

G. DEPC Administrative Duties

1. Responsible for picking up mail from the post office and taking outgoing mail to the post office.

2. Responsible for maintaining office supplies inventory in supply rooms on the second and third floor and ordering office supplies for program staff. Also orders janitorial supplies requested by FRC Coordinator and approved by the Controller for the agency.
3. Responsible for making and tracking credit card orders for approved travel, program materials and supplies.
4. Responsible for placing bid/proposal requests for program services in appropriate newspapers.
5. Assists with developing and presenting contracting and financial trainings to DEPC staff.
6. Maintains confidentiality of all appropriate information.
7. Assist with front desk rotations.
8. Backup for making bank deposits.

H. Other

1. Works with the NC Partnership for Children as needed to include attending financial management meetings and/or conferences and collecting financial information as requested by either the NC Partnership for Children or the Division of Child Development.
2. Attend DEPC staff, Operations team meetings and staff retreats which may include one out of town retreat.
3. Represents DEPC at outside partnership sponsored events.
4. Attend DEPC Quarterly Review, Executive or Finance Committee, and Board meetings as needed.
5. Responsible and accountable to the Budget & Contracts Manager for day-to-day activities.
6. Responsible for other duties assigned as deemed appropriate by the Operations or Executive Director.

EDUCATION

- A minimum of a two-year associate degree in Business or related field or equivalent combination of education and experience; Bachelor's degree preferred.

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to walk, stoop, kneel
 - Occasionally required to lift up to 5 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus to operate the computer
- The position also requires the ability to periodically work under time pressure