



## JOB DESCRIPTION

Job Title: **Contracts Coordinator**  
Reports to: Chief Financial Officer  
Supervises: Yes  
Job Code: 215  
FLSA Status:  exempt  non-exempt  full-time  part-time  other  
Salary Ranges: \$ 57,000

---

### Position Summary:

The Contracts Coordinator is responsible for all aspects relating to grant management functions including contract administration and compliance; contract budget preparation and management and contractors' compliance with ELCOC's strategic plan. Assists Chief Financial Officer with short-term and long-term financial planning for the Coalition as well as revenue and expense projections, grant tracking, and fiscal & program monitoring of sub-recipients. Ensures all new revenue streams are clearly understood for grant/contract management purposes. Will ensure all related information/data relating to grants management remains confidential. Responsible for managing the archive program for all ELCOC files, managing, documenting, and accounting for all ELCOC inventory, and completing the surplus property process, and all associated reports.

---

### Essential Job Functions:

#### Contracts Coordinator

- Manage the full life cycle of all award/contract administration and management functions in close collaboration with ELCOC's finance, legal, and program staff, including:
  - Evaluation of terms and conditions for business risks.
  - Soliciting and documenting feedback from other departments for input into the negotiation process.
  - Documenting review and approval of agreements for execution.
  - Reviewing award agreements, including:
    - Documenting restrictions and key compliance requirements.
  - Conduct periodic reviews to ensure contract and grant management activities are compliant with all applicable federal, non-federal, state and local funding rules and regulations and award terms and conditions.
  - Coordinating other contractual and financial matters to ensure all obligations and reporting requirements are met in accordance with all applicable federal, non-federal, state, and local funding rules and regulations and award terms and conditions.
  - Managing contract close out.

- 
- Managing retention of all relevant contractual documents in compliance with audit requirements.
  - Assist with Budget development for grant/contracts pursuits and support continued budget planning of Coalition revenue streamline.
  - Ensure all grants/contracts deliverables and reporting requirements are clearly understood. Track due dates and submission of same.
  - Ensure timely preparation and execution of grants/contracts budget amendments.
  - Create templates as needed to expedite the collection and submission of deliverables.
  - Oversee completion of sub-recipient's quarterly program monitoring and produce reports of same.
  - Write, review, and process contracts.
  - Serve as liaison between the Contractors and the ELCOC.
  - Serve as the main point of contact with staff on matters related to award/subcontract/vendor agreement administration and/or compliance.
  - Implement and maintain contract lifecycle management software.
  - Manage central repository of all contracts, grants, work orders, modifications, vendor agreements, non-monetary agreements (e.g., teaming agreements, memoranda of understanding, non-disclosure agreements), and other contract management instruments, as necessary.

**Pre-award activities:**

- Conduct the first level of review of solicitations/Requests for Proposals (RFPs) and communicate concerns to business development staff, technical team, and others. The initial review would include interpreting funder regulations and restrictions, identifying key compliance requirements and clarifying compliance issues, and identifying possible business risks.

**Compliance**

- Coordinate Florida Office of Early Learning program/eligibility reviews and draft responses/corrective actions to Final Report as needed.
  - Responsible for ELCOC inventory and surplus property processes, procedures, and associated reports.
  - Maintain an up-to-date awareness of current and changing funder regulations, policies, and procedures—including audit and organizational policy requirements and answer most questions on major regulations without assistance.
  - Contribute to internal compliance reviews/audits as directed by management as well as support external financial or funding agency audits.
-

## **Administrative Support**

- Provide assistance to the reception area as needed.

*This job description is not all-inclusive and the employee is expected to perform all other duties as assigned and directed by supervisor.*

*Job descriptions and duties may be modified when deemed appropriate by the CEO.*

---

## **Qualifications:**

- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Manage time effectively.
- Ability to work in collaboration and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with the ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain an effective working relationship with a variety of constituents.
- Ability to solve problems and deal with a variety of variables.
- Demonstrate knowledge of purchasing and procurement practices of Florida state standards and requirements.
- Proficient in the operation and use of personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
- Knowledge of accounting software, preferably Abila Fund Accounting.
- Must possess a valid Florida Driver's License with the ability to travel off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Professional appearance and presentation.

## **Education and Experience**

- Bachelor's Degree in Business, Accounting, Non-Profit Management, Public Administration, or relevant field required with a minimum of 5 years' experience in contract management.
- State of Florida Contract Management certification a plus (attained within 3 years of employment).
- (4) Years of experience reviewing, monitoring, and/or negotiating grants and contracts or similar documents.

- State of Florida Contract Management certification a plus or attained within 3 years of employment.
- Must demonstrate a strong working knowledge of federal and state government rules and regulations.
- Must demonstrate a strong aptitude for programmatic and financial implementation and management.
- Knowledge of early childhood services is beneficial – but not required.
- Bilingual – knowledge and ability to communicate in English and in Spanish both verbally and in writing preferred.

This job description (**Contracts Coordinator**) was reviewed by the Office HR and the CEO.

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Printed Name

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Printed Name

\_\_\_\_\_  
CEO Signature

**EMPLOYEE:** I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned as necessary. ELCOC reserves the right to change or amend this job description.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee Signature