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## Contract Compliance Specialist

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**Department:** Business Management

**FLSA Status:** Exempt

**Grade/Level:**

**Work Schedule:** Normally Scheduled to Work

Mon. - Fri. 40 Hour Work Week

**Job Status:** Full Time

**Reports To:** Chief Operating Officer

**Amount of Travel Required:** No Travel Required

**Positions Supervised:** None

### POSITION SUMMARY

This position is responsible for assisting the Chief Operating Officer and Financial Analyst with a variety of duties. These duties will include "Cradle to grave" contracts support including reviewing and negotiating Nondisclosure Agreements and Teaming Agreements, proposal coordination, monitoring subcontractor and consultant proposal deliverables, reviewing amendments, and documenting files. Administration includes entry of contracts/orders/modifications in the contracts database. Managing each contract for adherence to contract compliance and deliverables. Organizing the SharePoint system for proposals and contracts.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Assisting in the analysis of contractual documents to ensure contract/corporate compliance and deliverables schedule; tracking and monitoring of compliance issues and deliverables
- Researching legal requirements and federal regulations including FAR for presentation to management for analysis, resolution, and implementation
- Understanding of applicable laws, codes, and ordinances germane to each worksite location
- Preparing clear, concise, and comprehensive reports and written materials
- Creating and maintaining numerous spreadsheets for tracking associated contract deliverables such as personnel rosters, shot records, vehicles, IDs, badges, and such
- Acting as a liaison for project and corporate insurance requirements
- Supporting accounting on a daily basis for expense reports, interdepartmental communications, and administrative functions
- Interfacing with Project Managers and Project Assistants regarding contractual information

- Performing additional assignments per senior management's requests including clerical and administrative duties
- Organizing priorities and exercising sound independent judgment within areas of responsibility--- strong work ethic required
- Exercising confidentiality and professionalism at all times as a representative of the corporation
- Perform any other duties as assigned by management

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.

**Education:** Minimum of an associate's degree in accounting, business management, or contract administration

**Experience:** Two to four years related experience

### **Other Requirements**

Knowledge of SBA compliance is a plus

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.