Position Title: Contracts Coordinator

Reports to: Staff Accountant

Position Summary: The Contracts Coordinator is an important part of the Finance team with responsibility for supporting the financial operations and reporting needs of the organization related to government and other agency contracts. This position works closely with the Staff Accountant to prepare documentation and reports as required for various contracts and agreements, reviews fiscal and performance activities with regard to contract compliance. The Contracts Coordinator is responsible for periodic and accurate reporting to government funders.

POSITION DELIVERABLES:
- Accurate and timely submission of government contract reports and filing requirements
- Complete the month-end duties on time

KEY RESPONSIBILITIES:
- Maintains all government funded Hope Builders contracts according to agency and grantor rules and regulations
- Acts as the primary liaison between Hope Builders and government agencies
- Assists in formulating agency budget parameters to incorporate government contract funds
- Maintains agency policies and procedures for managing all aspects of contracts including startup, renewals, amendments, modifications, closeouts, etc.
- Supports effective quality assurance to monitor and track contract mandates and deliverables
- Maintains effective relationship with grantor, collaborating agencies and related services organization
- Prepares and/or coordinated grantor reports, correspondence, and related documents according to specified timeframes
- Maintains all original copies of contracts, participant files according to grant requirements
- Maximize contract compliance and decrease loss of program services
- Summarize variance reports and initiates corrective actions for under/overspending.
- Coordinates program/budget preparations and modifications according to grantor guidelines/timelines and agency needs
- Conducts quarterly status meetings with key staff to strategize on contract compliance issues
- Keeps financial information and plans confidential
POSITION QUALIFICATIONS:
- Minimum of two years of experience in accounting or related field, preferably in nonprofit accounting and/or accounting experience
- Advanced educational training (two years college courses in business or accounting or a related field or AA degree) or other relevant skills may be substituted for the required experience
- Proficiency with Microsoft Office, especially Microsoft Excel
- Experience and proficiency with QuickBooks desirable.
- Strong oral and written communication skills.
- Good interpersonal and organizational skills.

ADDITIONAL REQUIREMENTS:
- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.
- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

COMPENSTATION & WORK HOURS
- Salary range related to experience.
- Full medical, dental, and vision benefits for full-time, permanent positions. Additional benefits available including 401(k) retirement plan.
- Full time hourly position at 40 hours a week with some weekend and evening work required.
- Willingness and ability to work remotely.

Please note: This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

I have received, reviewed and fully understand the job description and am able to perform the essential functions as outlined.

_____________________________________________
Full Name (Printed)

_____________________________________________
Full Name (Signature)  Date