 **Contract Specialist I Standard Job Description**

**Classification Title:** Contract Specialist I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Contract Specialist I, under supervision, facilitates the contract administration process, including data entry into the contract management database, paper files maintenance, routing and approvals, and existing contracts monitoring. Sets up and maintains account controls and records which includes set up of New Account Requests, Account Attributes changes of responsible persons, departments, and monthly/year end process and reports, etc.

**Essential Duties and Tasks:**

**45% Contract Management and Compliance**

* Prepares scope of work, writes contracts, reviews terms and conditions, and makes recommendations; ensures that contracts comply with Federal and State laws and other policy guidelines.
* Monitors status of contracts, including expirations, renewals, and extensions.
* Performs reviews to ensure compliance with applicable policies, laws, and regulations.
* Performs advanced accounting duties.
* Assists with finance reporting to federal and state agencies, including financial reporting, payroll and purchasing approvals, billing, reconciliations, cost transfers, cost sharing, sub-recipient monitoring, time and effort certification, new accounts setups, closeouts, and troubleshooting.
* Assists in annual review of contract administration planned related rules and procedures.
* Assists in the preparation of reports.

**35% Stakeholder Communication and Coordination**

* Communicates regularly with stakeholders to facilitate and understand desired outcomes; ensures information is correct and meets expectations.
* Provides customer service functions, answers questions on contracts, and attends meetings to discuss tentative agreements or negotiate existing contracts.
* Works collaboratively with various departments and offices to ensure contract compliance with all laws and policies.
* Acts as a consultant on accounting matters and assists in applying financial data to solve operating problems.
* Assist coordination efforts by supporting project timelines and cost tracking.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in Business, Accounting, Finance, or related field, or equivalent combination of education and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Excellent verbal and written communication, organizational, interpersonal, proofreading, and time management skills.
* Ability to prioritize and manage multiple projects and meet deadlines.
* Skills in word processing, spreadsheets, and database software.
* Customer service and problem-solving skills.
* Ability to multitask, work independently and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Copier
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**