



JOB ANNOUNCEMENT

Title: **CONTRACT MANAGER**
Reports To: Chief Financial Officer and Director of Business Development

Position Overview

The Contracts Manager is responsible for review of the Academy's contracts with federal government agencies and other clients, identifying and analyzing compliance and financial issues, advising Academy staff, and negotiating terms associated with the performance of these contracts. The Contracts Manager serves as the Academy's internal government contracting expert and works closely with other members of the organization to provide guidance on contract administration and compliance. The Academy is a GSA schedule holder, so an understanding of the requirements and benefits of service provision under this schedule is essential.

Success requires the ability to work on multiple initiatives and consistently producing timely and accurate results. The incumbent must be resourceful, analytical, adaptable, and organized and possess the ability to build rapport with colleagues and external stakeholders.

Essential requirements and responsibilities

Contracts management and procurement

- Review requests for quotes and/or proposals (RFQs and RFPs) and develop the Academy's cost or price proposals. Must be able to create pricing spreadsheets and accompanying price narratives.
- Collaborate with internal team members and external partners to deliver responsive bids and proposals. Must be able to review teaming agreements and conduct pre-award discussions.
- Perform post-award contract review and administer contract types ranging from fixed price (FP) to cost plus fixed fee (CPFF). Post-award activities include contract setup, invoicing, and close-out.
- Conduct procurement activities necessary to properly issue subcontractor, consultant, and other third-party agreements from the Academy to its subcontractors.
- Track and fulfill ongoing GSA and State Term Schedule requirements, including preparing and submitting modifications, interfacing with government contracting officers, and preparing quarterly reports.

- Identify key provisions of government contracts and agreements and advise appropriate Academy staff of terms and conditions, risks, and deadlines for fulfilling obligations.
- Analyze contract requirements to ensure compliance with Academy policies, business procedures, and government requirements, including FAR, FTR and cost accounting standards requirements.
- Coordinate with legal and operations to identify, resolve, and implement contract compliance issues.
- Assist with the management of standard agreements that are related to federal contracts such as subcontractor agreements.

Finance

- Assist the Finance Department in performing accounts payable activities and year-end close-out activities, including responding to annual audits, and other support as requested.
- Implement cost-effective and cost-saving measures related to contract administration as appropriate.

Education and Experience

- Minimum five to ten years work experience working with government contracting and requests for proposals
- Prior experience with GSA schedule compliance
- Basic understanding of Accounts Receivable (A/R) and Accounts Payable (A/P) reporting
- Knowledge of the Deltek Costpoint financial management system is useful

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