



Celebrating 50 years of Community Action • 1968-2018

Human Resources Department
413 North State Street, Ukiah, CA 95482

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HumanResources@NCOInc.org

www.NCOInc.org

Open Position

Program:	Administration – Accounting Department
Position:	Contracts Manager I-II - Ukiah
Rate of Pay:	\$ 26.00 - \$ 33.80 per hour (Depending on Qualifications)
Hours:	30 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more). Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application

WWW.NCOINC.ORG/ABOUT-US/JOBS/

Equal Opportunity Employer

We invest in people through community action.

POSITION DESCRIPTION

POSITION TITLE:	CONTRACTS MANAGER I – II
PROGRAM/DEPARTMENT:	ADMIN – ACCOUNTING
REPORTS TO:	CHIEF FINANCIAL OFFICER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8810

I. GENERAL DUTIES AND RESPONSIBILITIES

This position is responsible for overseeing NCO's grants and contracts related to delivery of all of the agency's program services. Primary responsibilities include maintaining documentation in compliance with the specific requirements of each contract and monitoring contract budgets and expiration and reporting dates. This position acts as a liaison between funders, and program directors and staff. This position regularly communicates and collaborates with various internal and external partners and provides high-level budget and financial reporting assistance to program directors and managers. This position requires excellent communication and organizational skills, advanced accounting skills, and a high level of professionalism.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Ensures all initial grant- and contract-related documentation is completed fully, signed, and submitted.
2. Creates and maintains all contract files including annual NCO documentation required by funder.
3. Supplies funders with information and documentation updates, annually and as need.
4. Facilitates new contract "onboarding" meetings with appropriate staff and/or other parties to review terms, timelines, responsibilities, and processes.
5. Creates and maintains reporting due dates calendars for all contracts; ensures program staff are notified regarding approaching deadlines.
6. Prepares and forwards financial reports including budget to actual spending reports to program staff at agreed upon intervals.
7. Assists program staff with the creation and revision of contract budgets.
8. Enters all finalized contract budgets into accounting program.
9. Monitors program spending compared to budget for all contracts and alerts program staff regarding potential category over-expenditures.
10. Reviews all program financial and progress reports for accuracy prior to submission to funding agencies or monitors.
11. Stays updated on funder and program compliance requirements.
12. Provides guidance and training on NCO accounting policies and procedures as needed.
13. Assists in the completion of programmatic reports, as needed.
14. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
15. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment withal Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represent NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Is able to effectively adapt to change.
15. Performs other duties as assigned or required.

Level II Additional Duties & Responsibilities:

1. Assists grant writers with various tasks; creates and monitors grant application timelines.

2. Participates in the final stages of the grant development and/or writing process; assists with data gathering, research and documentation.
3. Submits and tracks grants, ensuring all documents are complete and signed; maintains list of pending applications; follows up on submissions; prepares analysis of rejected applications to assist with subsequent application processes.
4. Regularly prepares status reports for senior management and the governing board on pending grant applications.

III. **JOB QUALIFICATIONS**

Education, Training and Experience:

- A degree from an accredited school in Accounting, Business Administration or a related field, or an equivalent combination of education and recent relevant experience is required (associate degree-Level I; bachelor's degree-Level II).
- A minimum of two years of accounting experience is required; experience with grant- or fund-accounting and/or nonprofits is highly preferred (required for Level II).

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Current office practices, procedures, and equipment.
- Computer operations as relates to the duties of the position including use of the internet and cloud-based systems, email, and spreadsheet programs is essential; familiarity with Office 365 and Microsoft products is preferred.
- Generally accepted accounting principles.
- Relevant budget and contract management practices.

Ability to:

- Interact with others in a culturally and emotionally appropriate manner.
- Maintain cooperative, professional working relationships.
- Communicate clearly and appropriately verbally and in writing in English is required; bilingual ability (Spanish-English) is preferred.
- Operate standard business office equipment.
- Organize duties and tasks to meet established deadlines.
- Understand and carry out oral and written instructions.
- Work independently with minimal direction as well as be effective as a collaborative team member.
- Perform above average math calculations and data analysis functions in an accurate manner (i.e. addition, subtraction, multiplication, division, percentages, and ratios).
- Perform data entry for extended periods of time.

Necessary Special Skills & Requirements:

- For work-related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly and may supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 25 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors, contributors and community members is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones, and other similar electronic office equipment.
9. The environment can be noisy and may include the comings and goings of small children and/or small groups of people.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

RECEIVED BY:

NAME – PRINT & SIGN

DATE