

Job Posting | Contract Specialist Reidsville, GA



JOB SUMMARY: Responsible for overseeing and managing all aspects of contract administration, including the preparation, documentation, and compliance monitoring of agreements related to procurement, services, and projects. Assists in the accounting of all contractor transactions, cash management and maintenance of complete records of all financial activities in accordance with established Board policies and accepted accounting principles.

REPORTING RELATIONSHIPS:

Reports To: Accounting Manager

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- Bachelor's degree in Business Administration, Contract Management or related field
- Excellent Computer Skills
- Valid Georgia Driver's License

EXPERIENCE:

At least 3-5 years of experience in contract management or the accounting of contracts, preferably in the utilities sector

TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

Requires excellent computer skills—Excel, Word, and Working Knowledge of Document Imaging System.

SPECIFIC RESPONSIBILITIES:

1. Draft, review, and assist with negotiating contracts for goods, services, construction projects, and partnerships with external vendors, suppliers, and contractors.
2. Ensure all contracts comply with federal, state, and local regulations, industry standards, and internal policies. Identify and mitigate risks related to contract terms and conditions.
3. Maintain accurate and comprehensive records of all contracts, amendments, and related documentation. Ensure proper archiving for future reference and audits.
4. Prepare and submit our yearly small business subcontracting plan to the GSA.
5. Work with potential small business concerns to ensure that they qualify for inclusion in our subcontracting plan.
6. Maintaining and reconciling any changes to our accounts payable vendors in our accounting software.
7. Assist in preparing the quarterly and yearly submittals to the Department of Defense as required.
8. Maintain and troubleshoot any issues or questions related to the Document Imaging System.
9. Assists with the preparation of mutual aid billings and payments for storm events.
10. Assists with the billing of Joint-Use pole attachment violations and requests.
11. Prepares billings for reimbursement of damages to cooperative assets.
12. Aids other accounting personnel as needed.
13. Aids independent auditors in their performance of annual audit; answers questions, locates documents, explains procedures and policies as requested.
14. Participates in safety meetings and annual meetings.
15. Performs other duties as required.

ABOUT CANOOCHEE EMC:

We are a member-owned electric cooperative providing electric service to ten counties. We provide our members with reliable power at the most competitive rates. And because we are locally owned and managed, we provide responsive, customer-focused service 24 hours a day, seven days a week.

Canoochee EMC is an Equal Opportunity Employer and a Drug Free Workplace
Cross Posted at Work Source Georgia – Job Order: 1285138

Please submit your resume to careers@canoocheeemc.com