

## Non-Profit Contracts Manager

TFS is a small-but-mighty human services organization with life-saving programming in the areas of family safety, financial stability and mental health. **We are seeking a full-time Contracts Manager** to coordinate all aspects of the agency's service contracts portfolio and to provide additional support to our finance team and function. This position will work closely with program and finance staff to consolidate necessary information for invoicing, tracking and reporting activities and will help to ensure agency cash flow and regulatory compliance.

Job duties include but are not limited to the following:

- Manage the full contract process for all program service contracts, including documentation, recording, and reporting of usage of funds
- Review, communicate and monitor contract-related deliverables and deadlines
- Ensure proper recording of contract revenue and expenditures
- Compile and prepare monthly invoice documentation according to partner/funder deadlines and specifications
- Monitor contract spenddown levels and update monthly spending goals and projections; convey updates to program staff to facilitate necessary operational adjustments and submit budget amendments as indicated
- Summarize and monitor program reporting requirements and establish timeline and mechanism for necessary data collection
- Serve as liaison with contract funding sources and maintain positive relationships and information flow
- Lead agency response to funder desk reviews/audits
- Establish and maintain agency data collection tools for monitoring of program outputs and outcomes
- Backstop for finance team members as necessary in cases of absence or high demand/volume
- Support the Director of Finance by reviewing and/or recommending policies and procedures to implement to ensure the timeliness and accuracy of reporting in alignment with financial standards

The ideal candidate will have:

- Bachelor's degree plus 2-4 years of relevant experience in similar work (accounting and project management) preferred.
- Knowledge of non-profit and government funding is essential;
- Skills/background in grant management and reporting and/or finance management are desired.
- A self-starter and problem-solver, this position will need to collaborate and negotiate effectively with team members, partners, and stakeholders;
- Excellent organizational and communication skills are critical.
- Proficient knowledge of computers and experience utilizing Microsoft Office applications required;
- Experience with QuickBooks (or equivalent) and the use of databases/portals to enter and extract data preferred.

TFS is an equal opportunity employer that strives to be a diverse workforce that is representative of the clients and community we serve.