

Title: Contracts Administrator

Reports To: Executive Team

Location: Kirkland WA

Position Summary:

The Watershed Company, a regional leader in science-based planning and design for environmental restoration, is seeking experienced contracts administration candidates. Successful candidates will work with a multidisciplinary team of accomplished scientists, planners, engineers, arborists, and landscape architects in a growing 36-year-old employee-owned company based in Kirkland, Washington.

Responsibilities:

This position would facilitate contract procurement, negotiation, setup, invoicing and billing reports. Provide services to a diverse assemblage of public and private clients. Contracts for this work range from small projects mainly overseen by project managers, to large, complex and multi-year arrangements with municipal, county and state agencies. Each agency has similar but slightly different requirements for contract invoice processing, prevailing wage, insurance and other compliance needs.

Qualifications:

• Facilitate contract management/compliance/administration •

Ensure compliance with government contracts, including Federal Acquisition Regulation (FAR) Compliance •

Facilitate prevailing wage compliance and reporting • Provide Ajera accounting software administration and support company-wide

• Ensure invoicing structure aligns with contract requirements set forth in various governing standards to include WSDOT, FAR and FHWA.

• Review contracts for compliance issues and risk management. Provide edits with alternative language to reduce risk and liability to company. Assist with client negotiations.

• Audit, monitor and report on project unbilled WIP

• Provide vendor management and due diligence

• Monitor compliance and organizational risk management

- Monitor safety compliance and training as needed for contracts
- Business operations ad hoc projects and reporting as requested

Additional Qualifications:

Demonstrated public project administration experience

- Coordination with clients and Watershed Staff to efficiently manage contract administrative requirements
- Strong written, verbal, interpersonal communication, and organizational skills (testing may be required)

Experience:

- Minimum of 4 years of experience performing above duties, including direct contract management experience
- Bachelor's or Master's degree in contract management/administration, or a related field;
- Familiarity with Ajera accounting software.

Compensation:

Outstanding benefits and compensation depending on experience. Benefits include medical/dental insurance, continuing education, performance bonuses, retirement program with future matched payments and opportunities for ownership.

For Consideration and Additional Information Please Contact:

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