



JOB TITLE: CONTRACTS SPECIALIST

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Contracts Specialist**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful, and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Chief Financial Officer and serves as the primary liaison between funding agencies, the finance department, and program staff. This position is responsible for providing sound financial management and reporting and providing expert level advice relative to the procurement of services and contractual agreements. The position is also responsible for defining statements of work or deliverables, including preparation of required documentation and management of the entire contract process, from inception to close-out.

This is a highly collaborative role that also requires a great deal of autonomy, good judgment, and the ability to see multiple projects through to completion with minimal errors.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

- Reviews procurement packages, analyzes the requirement, recommends revisions to the statement of work or specifications as necessary, negotiates the contract terms & conditions, and prepares & finalizes documentation.
- Conducts detailed analyses of all elements of cost in contractor proposals, including review of cost breakdowns to determine reasonableness.
- Supports the development and submission of proposals and contributes to drafting and developing project proposal budgets as required.
- Negotiates with potential contractors and monitors contractor’s performance through telephone conversations, correspondence, reports, fund requests, and visits for status of contract performance, scheduling, verification of deliveries, and similar activities.
- Monitors activities and tracks spending against grants/contracts to ensure funds are appropriately expended within designated timeframe.
- Remains current on nonprofit audit best practices and state and federal law regarding nonprofit fiscal operations.
- Conducts compliance checks on vendors, partners and contractors per policies and rules and regulations. Compiles documentations and maintains records of periodic checks.

CORE COMPETENCIES REQUIRED:

- Strong analytical skills. Working knowledge of budget management and financial literacy. Ability to perform basic analysis on program budgets and financial statements.

- Excellent customer service, interpersonal, and verbal and written communication skills.
- Advanced Excel skills, proficient computer skills in using the latest versions of Microsoft Word, PowerPoint, and Outlook, and the ability to work with finance databases and software.
- Ability to work under pressure, keep all work current and accurate, and respond to identified department deadlines with a sense of urgency.
- Strong organizational and time management skills to be able to efficiently prioritize work.
- Attention to detail and commitment to excellence, demonstrated by the delivery of quality and timely outcomes.
- Able to work in a fast-paced team environment with frequent deadlines; high energy, self-motivated and proactive.
- Customer focused, professional, courteous and friendly personality.

MINIMUM QUALIFICATIONS:

- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and leadership.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.
- Strong work ethic and commitment to excellence.
- Maintain cooperative, healthy, and motivating relationships with leadership team, colleagues and volunteers.
- Excellent customer service, interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office Suite.

CORE COMPETENCIES REQUIRED:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Attention to Detail: Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelors' degree in Business Administration, Finance, Accounting or related field. Masters or Law Degree preferred.

- 7+years' of progressive experience in finance or accounting, preferably with a church or non-profit organization.
- Advanced knowledge of contracts and purchasing.

As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination. To make application for a medical or religious exemption, please contact the Human Resources Department.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.