



Job Description

Job Title: Manager, Contracts & Grants
Department: Accounting & Finance
Reports To: Vice President, Accounting & Finance/Controller
FLSA Status: Exempt
Location: Orlando, FL
Salary Range: \$55-65,000

BASIC PURPOSE:

Responsible for contract administration for Enterprise Florida, Inc. (EFI) as assigned. This job is responsible for ensuring that EFI contracts are following applicable statutes and all state contractual agreements with the Department of Economic Opportunity (DEO). Maintain, monitor, and manage documents and records related to contract or grant agreements with individuals, state, local and Federal agencies. Assure all related files are accurately retained and audited. Advise business unit managers regarding contract requirements, performance standards and deliverable reporting. Responsible for the timely compilation and submittal of contractual reporting to the Department of Economic Opportunity (DEO).

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Coordinates activities with business units to adhere in reporting and invoicing under State funding, operating agreements and Florida Statutes.
- Ensure compliance with EFI contract policies and Grant guidelines.
- Trains and monitors business unit managers on the contract management policies and procedure to support compliance with contract and grant requirements. Facilitates the acceptance, review, approval, and processing of state and federal grants administered by Enterprise Florida
- Utilizes Salesforce to track contracts and grants and produce scheduled and ad hoc reports upon request
- Audits contracts and grants in MFiles electronic archive system for required documentation. And ensures completeness of final records, contracts and grant applications and other required reports for archiving
- Perform functions of financial administration and reporting to include, but not limited to: review and approval of grant applications and reports, screening and processing requests for reimbursement and ensuring timely submission of reporting to DEO.
- Maintains on-going communication with Accounting Department to ensure that contract and grant payments are maintained accurately in Salesforce

SUPERVISION: Not applicable

ACCOUNTABILITY: Impact and Scope:

This position impacts timely payment of monies due EFI; grant monies payable from EFI; performance reporting to government, and effective management of grants and pass-through monies for which EFI is accountable.

MINIMUM QUALIFICATIONS REQUIRED:

- Paralegal or Associates degree in Business Administration or similar course of study
- Three years' experience relevant to job responsibilities
- Contract management, record keeping, and auditing experience
- Proficient with Microsoft Office software applications
- Ability to define and follow orderly processes with attention to detail

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business Administration or similar course of study
- Experience with Salesforce CRM
- Experience with MFiles archival software
- Experience in economic development
- Experience with state and government agency operations
- Experience with Accounting functions
- Experience with Public Procurement Process

Please apply through Indeed or hrdirector@enterpriseffl.com

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.