

Title: Contract Specialist	Effective Date: June 19, 2021	Grade: XII	Job Category: Professional
Prior Title: Transitioned from functional to official spec on June 19, 2021	Prior Effective Date: January 21, 2021	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position reviews proposed contract documents, ensures adherence to contract obligations and Department policy in invoice payments made to consultants, and provides other administrative and technical support to the Consultant Contracts Office.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist Consultant Specialist in invoice review and payment and the preparation of office related reports and correspondence.
- Submit reviewed documents to Consultant Specialist in a timely manner.
- Check the accuracy of estimates for services provided by consultants prior to contract execution.
- Accurately enter purchase requisitions, purchase orders, and change orders in Oracle.
- Upload contract documents and provide notification to consultants and relevant Department staff using Doc Express.
- Assist in providing information and coordinating consultant project funding with others in the Department.
- Ensure that accurate, complete, and proper records are maintained on all payments to consultants.
- Check final invoices against previously paid quantities.
- Obtain and file final release documents upon termination of contracts.

Additional Examples of Work Applicable to the Planning & Operations Section

- Review and enter contract and subcontract information in SiteManager.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to an associate’s degree from an accredited college or university in accounting, finance or related field or the educational equivalent to a diploma from an accredited high school plus 2 years of related experience. Working experience in bookkeeping, accounting, or accounts payable.

Knowledge, skills and abilities:

Demonstrated ability to perform accounting computations. Demonstrated proficiency of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Thorough familiarity with Department Accounting Manual. Above average oral and written communication skills. Attention to detail. Ability to organize, prioritize and multi-task.

Additional knowledge, skills, and abilities for the Planning & Operations section:

Working knowledge of SiteManager software.

Working conditions:

Office environment.

(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.