

Job Opening

Job Posting: January 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Procurement and Contract Manager

LOCATION: NYC

DEPT: Contract Administration

BASIC FUNCTION:

Administer and manage the Corporation's contractual portfolio to ensure contractual compliance. Assist with auditing of contractual and non-contractual transactions to ensure compliance with terms and conditions, company policies, and New York State law. Carry out day to day Contract Administrative and tasks contributing to the overall Contract Compliance Function.

WORK PERFORMED:

- Review and comment on draft RFP, Procurement Opportunity Advertisements Approval, Notices to Proceed, Contract Reporter Exemption Requests and Directors Materials.
- Review and approve commitment/purchase request packages to ensure compliance with ESD's Procurement Policy.
- Manage the submission of contracts, grants and amendments for prior approval by or filing with NYS OSC, as required by Public Authorities (PAL) 2879 (a).
- Manage the Executive Order No. 192 to ensure continue vendor integrity.
- Manage the NYS Prequalification System for Grants Contracts Vendors required by State Finance Law 163(9)(f).
- Manage the Contract Award Notification.
- Prepares and maintains annual procurement reports.
- Assist in entering executed contracts, grants and loans into PeopleSoft Financial Management System.
- Audits directly or supervises audit of payment request for compliance to contract terms and conditions.
- Approve and release via PeopleSoft Financial System payment authorizations to facilitate accurate disbursements to vendors.
- Perform related functions as the Vice President, Contract Administration or Supervisor may direct.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education level required: Degree in Business Administration, Accounting, Finance, Economics Equivalent

Experience required: 3-5 years' experience in contract administration preferred.

Knowledge Required: Background in contract auditing, PeopleSoft Financial System, Microsoft Office (Excel, Word, Outlook, etc.)

APPROXIMATE HIRING SALARY: \$65,000 (w/ comprehensive benefits package)

INQUIRE

Sarah Allende – HR Recruiter, Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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