



JOB DESCRIPTION

Contracts Associate

The Governor's Energy Office (GEO) Contracts Associate works with the GEO's Contracts Manager and accounting team to assist in managing of all the GEO's contracting, procurement and fiscal needs. This critical support role is best served by someone that is passionate about the GEO's mission and conversant or interested in learning about renewable energy and energy efficiency.

Overall Duties

- Provide non-technical accounting support to the GEO's accounting team, program managers and other staff members as necessary;
- Provide contracting and purchasing support to the GEO's Contracts Manager;
- Ensure compliance with established purchasing and contracting practices;
- Assist in the training/guidance of GEO personnel as to the proper methods of procurement for specific commodities/services, specification writing, appropriate terms and conditions and related language;
- Track, maintain and continually update contracting and accounting records and files;
- Assist in ensuring year end deadlines are met and other deadlines throughout the year are managed;
- Assist implementing and improving internal controls and processes;
- Continuously monitor and track contractual performance and work directly with program managers to determine what is necessary to continue or complete programs;
- Work with program managers to provide complete and accurate narrative status reports to the U.S. Department of Energy on a quarterly basis;
- Process and route all requests for expenditures, including procurement and travel.