

Contract Coordinator

Permanent, Full-time

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Contract Coordinator to join our dynamic Finance team.

Reporting to the Manager, Legal and Compliance, the Contract Coordinator will assist the Finance and Community Impact and Partnership (CI & P) departments in review of contract provisions as needed to ensure proper contract management and system capture of contracts.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

Finance and CI&P departments Contract Administration:

- Strong focus on incoming/outgoing grants and consulting contracts for the entire organization, detailed understanding of contract processes, contract status tracking, SharePoint file maintenance, and compliance with applicable policies.
- An understanding of commercial contract provisions and the importance of contract legal language.
- Assist Finance and CI&P departments with contract administration tasks and the review of contract provisions as needed.
- Prepare consolidated/summarized financial reports of consulting contracts monthly for CI&P.
- Prepare funding requisitions and process accounts payable.
- Provide support to CI&P and agencies in managing funding and reporting documents.
- Maintain records and files, both paper and electronic, for audits.
- Maintain agency contracts: requisitions, funding proposals/applications, funding recommendations, funding letters and contracts, and any other related correspondence.
- Complete monthly checks of charitable status for funded investments.
- Working extensively with DocuSign processes and filing for digital services (@Work contracts) and the ACTION Table Calgary team.
- Document version control and the ability to do Microsoft Excel to Word Merge and Microsoft Compare functions are important requirements.

Accounts Payable

- Assist with the process of invoice checking against budgets, coding, ensure accuracy, and timely submission.
- Assist with training and mentoring of administrative staff around operational processes.

Technical Expertise

- Prior success in automation or improvements of contract processes, including configuration of tools such as DocuSign and SharePoint.
- Identify key questions related to CI&P business needs and information priorities. Develop project plans and implement applications and processes to meet these needs and priorities.
- Accurately interpret team business requirements for technical and functional specifications.
- Assist in the ongoing management and maintenance of databases e.g. QuickBase.
- Participate in business requirement gathering to improve and enhance processes and systems.

What you will bring

Experience:

- Certificate or bachelor's degree as a Legal Assistant, Business or Finance and/or enrolled in a recognized accounting program is preferred.
- Minimum 1-2 years of experience in contract administration, finance, and/or as a legal assistant
- Ability to establish and maintain cooperative working relationships with staff and agencies

Attributes:

- Advanced Microsoft Excel and Word, Intermediate Microsoft Outlook and an expert in SharePoint
- Superb attention to detail and excellent written communication skills
- Excellent analytical and problem-solving skills, including the ability to deal with situations where information is difficult to obtain, complex, and/or ambiguous
- Proficient legal, finance, and contract knowledge
- Superior organizational skills
- Ability to demonstrate data, business, and process analysis skills
- Proficiency and experience in maintaining data integrity, generating queries, and reports
- Understanding of database structures and data extraction
- Demonstrate ability to provide accurate and timely information in a high-pressure environment

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, a hybrid work environment, and flexible working hours.

Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

Our Commitment to Health and Safety

At United Way we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. We will follow all health and safety guidelines in accordance with the Occupational Health and Safety Act of Alberta and Alberta Health Services guidelines.

To Apply

Send **cover letter and resume (PDF)** by 4:00 pm on January 31, 2025 to hr@calgaryunitedway.org

Subject Line: Contract Coordinator – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.