



**Position Title:** – Contracts and Accounting Administrator

### **Statement of Duties**

Contracts & Accounting Administrator is the lead for the agencies procurement process as well as providing high-level support to the CFO.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not preclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

- Responsible for the central repository for all Commerce RI professional Contracts and Agreements.
- Coordinate all RFP's/RFQ's/RFI's including advertising, postings, procurement compliance, & coordination of execution of contracts
- Procures all goods and services in accordance with the Commerce RI's Purchasing Rules and Regulations along with other applicable state and federal guidelines while utilizing the State's Master Price Agreements when applicable.
- Daily Cash deposits
- Process Request for Reimbursements of funds through the ASAP.gov relating to applicable federal grants
- Responsible for EMMA filings.
- Coordinate all banking matters for the Corporation including signatory changes, opening and closing of accounts
- Responsible for the annual Legislative/Community Service Grants applications and disbursements
- Provide all Fiscal support for the RI Commodores including voucher preparation, payment functions, account reconciliation, and preparation of monthly financial statements
- Reconciliation of Petty Cash matters as needed and processing of Petty Cash and coordinator of the Commerce RI Sunshine Fund