



# Contract Data Analyst

Responsible for activities which ensure operational effectiveness and excellence by coordinating activities and resources in support of engineering projects that impact multiple departments, systems, or work-flows.

## **.Key duties/responsibilities:**

- Provide support to the Project Managers (PMs)
  - Review fee proposals to ensure proper rates and classifications are used.
  - Review fee proposals to ensure the project will easily transition into the BillQuick project management system.
  - Set up new projects/supplements in BillQuick.
  - Assist with preparation of contract documents and amendments.
  - Track outstanding contracts/supplements to ensure they are executed in a timely manner.
  - Work directly with PMs to review deliverables and deadlines, contract milestones, stalled projects, and invoicing details.
  - Work directly with Project Manager/Accounting Manager to prepare and submit project invoices by the 10<sup>th</sup> business day of the month or within 3 days of billing milestone.
  - Monitor project budgets by reviewing reports to ensure allocated funds have been spent as intended.
- Provide support to the Accounting Manager
  - Review all time and expense entries to ensure they are charged to correct project/phase.
  - Review Accounts Receivable weekly and provide Management with report of outstanding invoices and collection efforts.
  - Enter vendor bills and credit card charges into QuickBooks.
  - Work directly with Accounting Manager to calculate Work in Process.
- Assist with ad-hoc financial tasks.
- Participate in weekly project management meetings.
- Maintain Access database of all contract/project details.
- All other duties as assigned.

## **Job Requirements:**

Candidates must possess a minimum of 5 years of experience in the engineering consulting industry. Excellent PC skills, communication and organizational skills are required.

- Experience in a civil engineering environment preferred.
- Advanced level proficiency with Microsoft Office Suite - emphasis on Word, Excel, Access and Outlook.
- Excellent communication skills (written and oral).
- Ability to use the Internet as a research tool.
- Must be able to work independently and contribute to the overall team.
- Excellent interpersonal skills a must.
- Strong organizational skills and ability to effectively prioritize work to meet established deadlines.
- Ability to thrive in fast-paced, changing environment.