



Data Contract Manager

Job Description

Work Location: Broward Behavioral Health Coalition, Inc.
Position Reports to: Managing Director of Administration & Quality Improvement
Position Status: Full Time/Exempt
Salary: \$48,000 - \$55,000 (annually + benefits)

Position Summary:

The position involves data entry, independent judgment and identification, analysis and resolution of significant issues. Candidate will report directly to the Managing Director of Administration & Quality Improvement, and will oversee the Community Trauma Responsive Counseling grant, other grants and other administrative responsibilities, as assigned.

Responsibilities:

- Performs data entry.
- Maintains data entry requirements by following data program techniques and procedures.
- Review data for deficiencies or errors, correcting any incompatibilities and checking output.
- Compile and verify accuracy and sorting of information.
- Analyzes all requirements and provisions in contracts, including terms and conditions, to ensure compliance.
- Ensure compliance with contractual terms and conditions, flow down requirements, and that contracts are in accordance with legal requirements, customer specifications, and contract regulations.
- Completes invoices for assigned grants.
- Develop and formulate various reports and tracking mechanisms for both internal and external distribution.
- Participate in contract monitoring and audits.
- Oversees contract modifications.
- Assist in reconciling units of service.
- Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited four-year university in Business, Human Services, or a related field.
- Minimum of 2 years of experience in data entry is preferred.



- Contract management experience is preferred.
- The ability to display good research and organizational abilities.
- Mathematical, analytical, strategic, and decision-making skills.
- Ability to interact effectively with internal technical staff, peers, and management, as well as externally with customers.
- Excellent written and verbal communication skills.
- Strong spreadsheet and word processing skills using Microsoft Excel and Word.

Competencies/Skills/Abilities

To perform the job successfully, an individual should demonstrate the following competencies, skills and abilities:

- **Analytical** - The individual synthesizes complex and diverse information.
- **Problem Solving** - The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Oral Communication** – The individual is confident, articulate, and displays professional speaking abilities.
- **Leadership** - The individual inspires and motivates others to perform well and accepts feedback from others.
- **Management Skills** - The individual includes staff in planning decision-making facilitating and process improvement makes self-available to staff provides regular performance feedback, and develops subordinates' skills and encourages growth.
- **Quality management** - The individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- **Judgment** - The individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- **Planning/Organizing** -The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- **Safety and Security** - The individual adheres to the organization's safety and security policies, procedures, laws and/or regulations.

Mental and Physical Qualifications:

Good health as evidenced by acceptable employment health screening, ability to function effectively under stressful circumstances, and has an acceptable attendance record.

Other Qualifications:

Has a valid driver's license and acceptable driving record. Will consent to background screening processes as required by the State based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally and drug testing.

Please send resumes and cover letter to jobs@bbhcflorida.org