



Contracts & Credit Administrator

Department: Office/Credit	Reports To: Contracts & Credit Manager
Location: Lakeland	Revised: June 2024

JOB SUMMARY:

This position provides support to the Contracts & Credit Manager. Contracts, credit and compliance are an integral part of the company and critical to the success of Barney's Pumps. Therefore, this role is critical in supporting our business operations and maintaining strong relationships with our customers.

KEY RESPONSIBILITIES:

- Perform initial review of contracts, including customer purchase orders and vendor agreements
- Identify and manage conflicts in contract language
- Ensure all contracts comply with company policies and industry standards
- Manage contract progress and maintain required documentation
- Maintain progress payment schedules, tracking and documentation for all orders where they are required
- Review progress payment invoices for accuracy prior to providing to customers
- Maintain an organized system for tracking and managing contract lifecycles, progress payments, internal and external compliance, etc.
- Maintain effective relationships with customers and internal stakeholders
- Maintain Certificates of Insurance required by customers
- Maintain customer sales tax certificates and yearend tax exemption mailer and ERP system update
- Maintain customer portal updates
- Prepare and file all Notice to Owners
- Prepare and file all lien or bond claims
- Assist Credit Manager with lien releases
- Cross trained to back up to Credit Assistant when needed
- Serve as alternate point of contact for the Contracts Manager
- Performs as a Barney's Pumps team member

EDUCATION & WORK EXPERIENCE:

- Bachelor's degree in Business Administration, Law, or a related field preferred
- Minimum of 3-5 years of experience in contract administration, preferably within the manufacturing or construction industry
- Knowledgeable in Florida Sales Tax law
- Knowledgeable in application of Florida Lien Law, including notice to owner, lien releases, claim of lien, and notice of nonpayment
- Knowledgeable in commercial insurance a plus

SKILLS AND ABILITIES:

- Strong understanding of contract law, commercial terms, and conditions
- Excellent analytical and problem-solving skills
- Demonstrates effective communication and interpersonal skills necessary to interact professionally with co-workers, all levels of management, and other third parties
- Proficiency in Microsoft Office Suite
- Strong organizational and time management skills, with the ability to handle multiple priorities and deadlines



Contracts & Credit Administrator

- Attention to detail and a high level of accuracy in contract management
- Understand basic accounting principles and calculations using Excel
- Ability to treat confidential information with appropriate discretion
- Self-starter with the ability to take initiative with assignments
- Ability to work independently to meet objectives with minimal supervision

Employee Signature

Date