



Southeastern Architectural Systems  
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## **SEAS Contract Administrator**

### **Job Description and Responsibilities Include:**

In addition to the core focus items described below, our contract administrators are expected to be focused, prompt and accurate with attention to detail. Your position and skill set will have a mix of project type activities as well as financial review and documentation responsibilities. There are daily, weekly, monthly as well as annual activities in this role. A summary of these expected activities is below:

### **Daily Activities**

- Obtaining Certificates of Insurance (COI) for projects
- Monitor purchase orders (PO's) to ensure proper project, taxes, and overall value are accurate
- Project set up in the Enterprise Resource Planning (ERP) system and MS Teams
- Use of MS Teams, other Microsoft Suite products, ERP, and Bluebeam
- Maintain contact and correspondence with PM/APMs on daily activities and project updates

### **Weekly Activities**

- Manage Contract approval process through to signing by the customer
- Review contract for payment terms, insurance requirements, bond requirements, badging requirements, etc.
- Attend project kick off meetings
- Obtain renewal of COI's for vendors, annually as they expire
- Enter contract and budgeted costs in the ERP system
- Review entered information in PC w/Project Manager (PM) and Contract Administrator (CA)
- Review subcontractor invoices
- Manage vendor related issues (tax on invoices when we are exempt, update ACH information, monitor ACH remittance questions)
- Meeting all job close out requirements, such as warranties and assisting with Operations and Maintenance (O&M) manuals.

### **Monthly Activities**

- Enroll SEAS in Controlled Insurance Program (CIP), if required
- Assist Subcontractor in CIP, if required
- Obtain bonds, if required
- Facilitate schedule of value (SOV) set up and approval process with PM and General Contractor (GC)
- Maintain change order request logs, as required
- Generate monthly project financial statements for PM review
- Send company financials to PM's and follow up until they are received back or the deadline to submit has passed
- Send SOV's to PM's to complete monthly for review
- Review monthly financial statements for out of tolerance budgets, change orders (CO's), and payments over 60 days
- Meet with PM monthly to ensure job information is up to date



- Enter budget updates in the ERP system
- Obtain stored material back up, as needed - Bill of Sale, Photos, Insurance, Non-Negotiable Bailment Receipts, CMS invoice back-up
- Enter pay applications in PC and post
- Send compliant pay applications to customers
- Review of subcontractor invoices (2 X month)
- Follow up on outstanding accounts receivable over 60 days. Work with customers on lost or fraudulently cashed checks in conjunction with their banks.
- General subcontractor assistance
- Obtain/renew business license, if needed
- Follow up with vendors on waivers and submit to GC's, per project monthly
- Complete tax reports for the project billing, as required (incorporated vs not, etc)
- Complete tax report for each project monthly based on billings and send to Van, external accountant.

#### **Annual Activities**

- Request and maintain insurance for each year renewal
- Maintain OSHA 300 logs

#### **Contract Administration – General Activities**

- Help with management of project approval and signing (Contract email & Mac DocuSign)
- Start incoming credit applications before going to Ashley or Emily to review