



## Contracts Administrator

### Join the a+ team!

We are looking for an experienced Contracts Administrator to join our team in our historic downtown office in Troy, New York along the banks of the Hudson River. The successful candidate will manage contractual project setup, from marketing to closeout, for our full range of architectural projects.

### Summary

- Lead a timely process of collaboration with management, marketing, and finance to ensure accurate execution of all proposals, contracts, additional services, and scope changes for agreements with Clients and Consultants.
- Responsible for accurate project set up for Client and Consultant Projects Fees, and monitor to ensure compliant billings and payments, and reconcile and resolve discrepancies.
- Collaborate and assist with other duties as part of a full-service Project Support team.

### Responsibilities of the Role

- You will collaborate with Principals, Marketing, and Finance to manage Client Contracts from marketing to closeout (award, proposal, review, contract, final execution, additional services, and archival).
- You will maintain accurate records of contracts and proposals for all projects.
- You will work with risk management consultants for review of contracts and make recommendations to ensure agreements are compliant with AIA contract standards, company policies, insurance and prime agreement requirements, and the NYS Opportunity Program (MWEBE/SDVOB).
- You will manage Client and Consultant business insurance certificates.
- You will coordinate with Marketing and Finance for project setup records and accounting project set up in Ajera. Monitor projects for contract changes and process additional service requests in collaboration with Management and Bookkeeper.
- You will distribute Consultant contract information and customize and provide billing startup material to help ensure successful project setup.
- You will review Consultant invoices and monitor the status of consultant billings to ensure proper contract compliance.
- You will work with State Agencies for rate and multiplier approvals and process additional service requests with State Agencies.
- You will coordinate, cross check, and reconcile scope, terms, and fees of Consultant proposals and agreements with Prime Agreements to identify and resolve discrepancies.

### Requirements

- To be successful in this role, you should have a strong knowledge of contracts, accounting for service industries (building and design industry is a plus) and billing software.
- You should have a Bachelor's degree in accounting, finance, business administration, or related field.
- You should have 5 years of experience as contracts administrator, accounting/billings, or similar role.
- You should be a self-motivated, strong team player who is highly proactive and detail oriented.
- You should have excellent communication, organizational, and problem-solving skills.

### About Us | What do we offer?

Established in 1984, architecture+ is one of Upstate New York's most respected firms with a local, national, and international presence. We have attained this status through exemplary service to our clients and conscious choices that inspire us to create award-winning, innovative designs.

#### Principals

Francis Murdock Pitts FAIA FACHA OAA  
J. Michael Bergen AIA OAA  
Brian L. Barker AIA LEED AP BD+C  
Sara K. Wengert AIA ASID  
Mary Kate Young AIA  
Valerie J. Bok AIA LEED AP BD+C  
Arien S. Cartrette AIA

#### Associates

Emily B. Kohout AIA LEED AP  
Felix Lomonaco AIA  
Jennifer M. Snyder  
Casey J. Crossley AIA LEED AP  
Stephen P. Kervin AIA  
Angela M. Doane CID IIDA



Our staff is passionate about performing their best to fulfill our clients' goals. They are skilled in a wide range of services beyond traditional architectural practice, including feasibility studies, master planning, programming, space planning, interior design, site design, landscape design, and historic preservation.

architecture+ is nationally and internationally known for our mental health expertise with our work extending across the United State and Canada. Our other major focus markets we serve are:

- **Healthcare:** Hospitals, elder care facilities, skilled nursing facilities, medical and dental clinics, medical offices buildings, and addiction treatment centers.
- **Higher Education:** Classrooms, administrative offices, laboratories, visual and performing arts, and residence life facilities.
- **Community:** Art centers, libraries, houses of worship, daycare centers, and hospitality facilities.
- **Housing:** Student residences, affordable, senior, and mixed-use.

At architecture+, we foster balance by allowing our staff the freedom to transcend expected roles. We offer an open, collegial environment based on collaboration, respect, and accountability and support work-life balance through minimal overtime and flexible hours. The results are a strong, rewarding, and cohesive work atmosphere.

architecture+ is proud to be named:

- Albany Business Review "Best Places to Work" 13 times.
- Times Union Newspaper "Top Workplace" 3 times.
- Times Union Top Small Employer

These awards recognize our positive work environment to attract and retain employees through a combination of benefits, atmosphere, and company culture.

### Salary and Benefit Summary

Salary Range: \$60k to 80k, commensurate with experience.

- Competitive compensation package
- Bonus Opportunities
- 401 (k) match and 401 (k) Profit Sharing
- Health, Dental & Vision Insurance (65% firm-paid)
- Flexible Spending Plan & Health Savings Plan
- Employee Assistance Program (EAP)
- Enhanced Short-Term Disability (firm-paid)
- Long-Term Disability (firm-paid)
- Life Insurance (firm-paid)
- Voluntary Supplemental Insurance
- Pet Insurance
- Vacation, Holiday, Sick, & Personal time
- Creative & flexible workplace
- Professional Development Allowance
- Community volunteer activities
- Social events
- Parking (firm paid)

If you are interested, please submit a letter of interest, resume, and selective portfolio for consideration to [jobs@aplususa.com](mailto:jobs@aplususa.com). Your resume should demonstrate the experiences and skills being sought in detail per the description above.

***We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.***

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