VENDOR CONTRACTS ADMINISTRATOR

California Coast Credit Union takes pride in promoting financial prosperity to our members while continuously delivering stellar service! We are passionate about cultivating relationships within the educational and business communities and take a very active role in community activities.

We offer beautiful surroundings and foster a positive work/life balance. Cal Coast is in tune to what's important to our valued employees. Our workplace Wellness Program provides opportunities for health, wellness and fun as does our Employee Activity Program. We boast of our employee friendly culture and our positive environment which supports recognition and rewards. Come be a part of our family!

If you share the same interests and passions and possess the right credentials, then read on to find out more:

JOB OBJECTIVE:

This position is responsible for maintaining regulatory compliance of the credit union's vendor management program and coordinating the assessment, documentation and approval of the vendor management process. This is a critical area of risk for the credit union that touches all business functions and represents a considerable investment of resources in time and money. The incumbent will also determine and establish processes, procedures and efficiencies in the area of contract management.

DIMENSIONS:

- Reviews and maintains accurate files for over 300 contracts.
- Verifies assigned Risk Rating on the Contract Submission Packet for over 300 vendors to ensure accurate and consistent risk ratings within the credit union and to ensure that the appropriate due diligence will be performed.
- Supports 25 departments in completing required contract review documentation.

SUPERVISORY RESPONSIBILITIES:

This position reports directly to the AVP, Support Services. No staff report directly to this position.

NATURE & SCOPE:

- Ensures that the process for vendor contract management follows NCUA guidelines, State or Federal regulations and credit union policy.
- Responsible for maintaining Vendor Management software, administration, file maintenance, and report preparation for over 300 contracts.

- Initiates the vendor assessment and organizes vendor documents in physical and electronic files. Oversees and works with the contract owner to ensure the appropriate documentation is collected and exceptions are memorialized.

- Analyzes services provided by each vendor and verifies the business owner assigned the appropriate risk rating and the rating is consistent within the credit union which will ensure the appropriate due diligence will be performed.

- Reviews contract and cost commitment to ensure legal review is obtained if appropriate.

- Establishes and maintains accurate inventory of all credit union vendor contracts, electronically as well as physically. Scans documents for the centralized electronic file.

- Inputs data into VendorPoint software and provides regular management notifications and reporting.

- Maintains vendor management software administration, adding and deleting users, and adjusting assessments questionnaire to ensure relevant to mitigate risk.

- Evaluates software program and makes recommendations for improvements and striving for work efficiencies within the software.

- Researches all vendors to ensure they are not an OFAC listed entity.

- Develops an efficient work flow of the contract management process. Develops and maintains procedures for business owners to use to comply with the work flow process. Ensures current processes are posted on myCU.

- Utilizes and serves as subject matter expert on the risk assessment and contracts checklist forms. Assists business owner to complete these forms.

- Maintains the credit union policy manual pertaining to vendor contract management and ensures Board of Director approval of the policy.

- Maintains all certificates of insurance and ensures appropriate renewals of insurance as required by the contract.

- Notifies the business owner of the contract renewal period, ensures contract negotiated in a timely manner to minimize service interruption and follows up until action is completed.

- Ensures Information Security performs system security review and Finance reviews the financials.

- Performs other duties as assigned.

EDUCATION, SKILLS, & ABILITIES:

- High school education or equivalency plus at least 2 years of college or relevant management experience are required. A minimum of 5 years of management experience including managing vendor relationships and contract negotiations is desirable.

- Working knowledge of NCUA regulations and guidelines regarding the management of vendor contracts.

- Ability to work with all levels of management to ensure proper processing of vendor contract assessments.

- Ability to manage large amounts of data/files and organize for easy access and increased efficiency.

- Excellent organizational skills and ability to follow up on all action items on a weekly basis.

- Ability to learn and use software systems for contract management, specifically VendorPoint.

- Excellent written and verbal communication skills required.

- Ability to use independent decision making and judgment in fulfilling the responsibilities of managing vendor contracts on behalf of the credit union.

- Ability to appear for work on time, follow credit union policies and procedures, interact effectively with coworkers and accept constructive criticism.

MAJOR ACCOUNTABILITIES:

- Ensures vendor management processes follow NCUA guidelines, State/Federal regulations and credit union policy.

- Analyzes all credit union contracts and Contract Submission Packets for risk related issues and makes recommendations for contract modifications and additional due diligence to business owners when applicable.

- Maintains accurate records of vendor contracts and supporting documentation.

- Interfaces with business owners on new and renewing contracts to ensure compliance with credit union vendor management policies and procedures.

PHYSICAL REQUIREMENTS:

- Work is primarily performed within a cubicle work environment in an office building.

ENVIRONMENTAL CONDITIONS:

- Subject to standard background noise found in a cubicle setting in an office environment.

Note: Staff is expected to perform various tasks, projects and administrative duties as assigned. Management reserves the right to assign or change duties and tasks to this position at their discretion.