

**Illinois Power Agency  
Contract Specialist  
12/5/2022**

The Illinois Power Agency (“IPA”) is seeking a **Contract Specialist**. Under the direction of the Senior Contract Manager, the Contract Specialist will assist in the coordination of the Agency’s contract administration processes for contracts featuring the IPA as a party.

The Illinois Power Agency is an independent State Agency created in 2007 to develop annual electricity procurement plans and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: <https://ipa.illinois.gov/>

**Core Responsibilities**

- Assist in the management of Agency contracts, including monitoring and compliance.
- Assist the Senior Contract Manager and Chief Financial Officer in accurate and timely invoice review, corresponding payment, as well as Agency billing and receivables collection.
- Assist in the registration of new Vendors with the Illinois Office of the Comptroller (“IOC”).
  - Assist Senior Contract Manager in the establishment of new contracts in the SAP SRM (Supplier Relationship Management) System. This includes but is not limited to:
    - Ensuring contracts greater than \$20,000 are accurately maintained at the Illinois Office of the Comptroller (“IOC”)
    - Submit any necessary increase/decrease to existing contracts in both SAP SRM and the Comptroller.
    - Assist in 3-way reconciliation of contract balances recorded at the IPA (i.e., QuickBooks), within the SAP SRM System and at the Illinois Comptroller’s office.
    - Send contract modifications when appropriate.
- Enter Accounts Payable (“A/P”) Invoices related to Agency operations in SAP and QuickBooks and send necessary reports to Illinois Office of the Comptroller for payment.
  - Track payment warrants issued by the Illinois Office of the Comptroller, update IPA’s internal financial QuickBooks system, and maintain appropriate documentation for Agency records.
- Confer with Agency’s management, contractors, and other State entities as needed concerning the timeliness of contract payment and compliance requirements.
- Assist Senior Contract Manager in Receipts, QuickBooks Entries, and Invoicing Preparation for Agency Energy/Renewable Energy Credit (“REC”) Procurement Events administered by external IPA consultants.
- Assist in the development, preparation, and distribution of internal reports on the status of all Agency contracts.
- Assist in contract closeout activities as required.
- Assist in contract maintenance to ensure compliance with task orders, deliverables, and deadlines.
  - A Service as the Agency Purchasing Officer in overseeing activities including issuing of Requests for Qualifications (RFQ) and Requests for Proposals (RFP), and coordination with the State Procurement Officer (“SPO”) around:
    - Document drafting and preparation
    - Solicitation Contact with offerors
    - Managing RFQ/RFP review and scoring process
  - Coordinate with the Agency SPO on all State purchasing-related matters and ensure proper documentation in the Bid Buy System when necessary.
- Conduct special projects or other duties as assigned by the Senior Contract Manager, the Chief

Financial Officer and the Director.

#### Education

- Bachelor's degree. Business Administration or related field preferred.

#### Skill Set and Desired Qualifications

- At least three (3) to five (5) years of experience in the preparation, execution, administration, and monitoring of contracts varying in financial value and complexity.
- Demonstrated understanding of principles of governmental procurement/purchasing, contract administration, and contract compliance preferred.
- Knowledgeable and experienced with a Business Enterprise Programs (“BEP”) or similar for the purpose of future Agency solicitations.
- Exposure to state/local laws, codes, and regulations is a plus.
- Experience with local or state government departments or agencies is strongly preferred.
- Understanding of principles of governing regulations of energy procurement contracting is desirable.
- Knowledge of the energy industry/electric utilities is desirable.
- Proficiency using the Internet and Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint).
- General knowledge of SAP and QuickBooks.
- Excellent verbal and written communication skills.
- Strong organizational and project management skills.

#### Additional Qualifications

- Ability to establish and maintain effective working relationships with multiple constituents in the course of work including Agency third-party contract entities, employees in other State agencies, departments, and commissions.
- Ability to work on multiple tasks with minimal supervision in a dynamic, entrepreneurial environment.

This is a merit compensation position. Position Salary Range: \$65,000 - \$75,00 Salary commensurate with qualifications and experience.

***This is a remote position, but the successful candidate may be required to report to the Agency's office when necessary.***

To apply, please submit a cover letter that describes your interest in and qualifications for the position, a resume and three professional references along with your online application to <https://illinois.jobs2web.com/job-invite/21889/>.

Applications without a cover letter describing the applicant's relevant experience and why the applicant would be a strong candidate for this position ***will not be reviewed for consideration.***

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

**The Contract Specialist is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility,**

independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.