

# #33437 - ADMINISTRATOR I - External

[View Posting](#)

## INTERNAL CONTROL & CONTRACT ADMINISTRATOR(Job Id 33437)

**Location:** US:NH:CONCORD

**Category:** PROFESSIONAL &  
MANAGERIAL

**Employment Type:**

**Post Date:** 09/05/2023

**Close Date:** 10/31/2023

**Salary:** 62,575.500-  
74,275.500 USD

### Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Administration

7 Eagle Square, Concord NH 03301

**INTERNAL CONTROL & CONTRACT ADMINISTRATOR**

**Administrator I**

**Labor Grade 27**

**Position # 44950**

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Administration has a full-time vacancy for an Internal Control and Contract Administrator/ Administrator I.

#### Summary:

Administers agency objectives to ensure legal and statutory compliance of agency boards and operations within the Office of Professional Licensure and Certification (OPLC). Establishes, implements, and maintains an agency-wide auditing program to assess compliance with state and federal laws and regulations, and agency rules, and recommends best business practices, policies, and procedures to address deficiencies, mitigate risk, and improve operations. Develops, standardizes and administers agency-wide contracts.

#### MINIMUM QUALIFICATIONS:

**Education:** Master's degree from an accredited institute of higher education with major study in accounting, finance, business administration, public administration, or a related field.

**Experience:** Five years of experience in accounting, auditing, finance, business administration, business process improvement, public administration, rule and policymaking, compliance, contracting, or a related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

**Education:** Bachelor's degree from an accredited institute of higher education with major study in accounting, finance, business administration, public administration, or a related field.

**Experience:** Six years of experience in accounting, auditing, finance, business administration, business process improvement, public administration, rule and policymaking, compliance, contracting, or a related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program

planning and evaluation, business management or related management experience.

**License/Certification:** Must possess a valid driver's license and/or have access to transportation for use in statewide travel.

**PREFERRED WORK TRAITS:** Knowledge of business operations and procedures relevant to assigned state agency operations. Knowledge of business process redesign techniques. Knowledge of planning processes, organizational analysis and communication techniques. Ability to analyze agency business needs. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with internal and external stakeholders. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

YOUR EXPERIENCE COUNTS

**Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced in the posting! See Per 405.1.**

**18 Months of additional relevant experience = Associate's degree**

**36 Months of additional relevant experience = Bachelor's degree**

**54 Months of additional relevant experience = Master's degree**

**Responsibilities:**

Administers policies and procedures to improve audit planning and management for the agency's 54 boards and systems of record. Develops immediate and short-range plans and objectives related to internal controls and compliance areas.

Researches, reviews and interprets federal and state statutes, Administrative Rules, accounting standards and agency internal policies to inventory business process requirements of individual boards.

Conducts audits focusing on diverse business processes and systems including, but not limited to, accounting practices, contracting processes, procurement, resource/time allocation, case tracking, Right to Know and communication activities, and use of information systems. Extracts data from various sources and systems to target auditing activities and priorities.

Coordinates auditing and internal control activities with individual boards. Examines documents and engages with staff and board members to conduct fact-finding and identify necessary process improvements and policy changes.

Analyzes and evaluates business operations and processes, as well as external audit findings. Recommends practices, procedures, policies, and/or information systems to address audit findings and ensure board and agency compliance with statutes, rules, standards and policies. Submits audit reports and analyses to the Finance Director for decision-making regarding implementation.

Formally tracks, receives and evaluates progress reports from areas throughout the agency related to the implementation of corrective action determined in internal and external audits. Addresses unsatisfactory results with Division Directors, supervisors, and board staff as appropriate.

Identifies opportunities for creation and/or enhancement of business systems applications including, but not limited to, the licensing portal, board management portal, and complaint/enforcement tracking systems. Researches, develops, and recommends automated solutions to user-identified needs and collaborates with internal staff, DoIT, DAS and other agencies as necessary to develop and improve automated processes.

Coordinates with assigned technical staff during system design, development testing, and implementation to ensure business requirements are achieved, agency objectives are met, workflow improvements are identified, and interfaces with other external operations are successful.

Develops internal controls and policies for agency-specific accounting system to oversee system access and use, ensuring that permissions and transactions are compliant with federal, state and agency regulations. Creates and conducts related training for licensing, board administration and financial staff.

Negotiates contracts and prepares requests for proposals, reviews applications and makes funding recommendations; monitors subsequent performance contracts through statistical and financial evaluation. Maximizes financial resources to support agency initiatives through coordinating contract and procurement operations and planning.

**For further information please contact Heather Kelley, Director of Operations**

**Email: [Heather.A.Kelley@oplc.nh.gov](mailto:Heather.A.Kelley@oplc.nh.gov) Telephone: 603-271-0142**

### TOTAL COMPENSATION INFORMATION

The State of NH total compensation package features an outstanding set of employee benefits, including:

#### **HMO or POS Medical and Prescription Drug Benefits:**

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

#### **See this link for details on State-paid health benefits:**

[Employee Benefits | NH Dept. of Administrative Services](#)

Value of State's share of Employee's Retirement: 13.85% of pay.

#### **Other Benefits:**

- Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- Flexible Spending healthcare and childcare reimbursement accounts
- State defined benefit retirement plan and Deferred Compensation 457(b) plan
- Work/life balance flexible schedules, paid holidays and generous leave plan
- \$50,000 state-paid life insurance plus additional low-cost group life insurance
- Incentive-based Wellness Program (ability to earn up to \$500)

#### **Total Compensation Statement Worksheet:**

[Total Compensation Calculator | Human Resources | NH Dept. of Administrative Services](#)

#### **Want the specifics? Explore the Benefits of State Employment on our website:**

[Human Resources | NH Dept. of Administrative Services](#)

[Benefits Summary \(nh.gov\)](#)

EOE

**TDD Access: Relay NH 1-800-735-2964**

