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| **Staff Position Description** |

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| **POSITION TITLE:** | *Contract Closeout Specialist* |
| **DEPARTMENT:** | Operations | **REPORTS TO:** | CMS Manager |
| **PAY GRADE:** | 5 | **FLSA STATUS:** | Non-Exempt |
| **LOCATION:** | Columbus (DLA) | **SCHEDULE:**  | Full-Time |

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| **SUMMARY OF POSITION:** |

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| **POSITION ACCOUNTABILITIES:** |

*Note: a checked box “[x] ” indicates an “*essential*” function of the position*

1. *[ ]* Receive and process government completed pre-award and post-award contracts for close-out.
2. *[ ]* Research and analyze assigned awards/contract files using SAP systems (specifically ME23N and ME33K) for information, preparing files and forms. Verify all award quantities and dollar amounts match the ordered, invoiced, and delivered quantities as listed in the system. Verify the guaranteed minimum has been met as specified on the award.

1. [ ]  Manually review and/or scan each contract file to ensure that required documents have been prepared and scanned into ECF system. (This includes copies of the award, any modifications and/or other relevant documents).
2. [ ]  Access and prepare the required closeout documents in accordance with DLA’s contract closeout policy as defined in the DSCC Acquisition Guide (part 4).
3. [ ]  Administrative tasks include the use MS office Outlook, Access, Excel, Word programs in relationship to daily job duties and responsibilities.
4. [ ]  Abides by all military requirements for security of property and equipment.
5. [ ]  Performs other tasks and duties as assigned.

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| **MINIMUM REQUIREMENTS:** |

* College degree preferred, or a combination of at least 24 Business credits and equivalent work experience.
* Requires the proficient use of adaptive technology with ability to use MS office, Word, Excel and Access.
* US citizenship required for security purposes.  Any offer of employment is contingent on the results of a background and security check by the FBI and completion of the four DAU “Con” courses regarding contract closeout procedures.
* Good analytical and problem solving skills, along with good written and oral communication skills.  These skills will be needed due to the complexity of some of the contracts that must be processed and prepared for closure. Must be able to contact various vendors and or suppliers connected with the particular contract in order to obtain the necessary information for closure.
* Positive attitude and sense of humor a must.

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| **Revision Date**: | **Revised By:** | **Date Approved** | **Approved** **By**: |