

VisionCorps

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| Role: Contract Closeout Specialist I | Dept.: CMS | Status: Full-Time |
| | Flextime: NA | EEO Code: 5 |
| Reports: Closeout Supervisor | FLSA: non-exempt | |

DISCLAIMER:

This position profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employees. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ESSENTIAL JOB FUNCTION:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Essential job functions are identified with asterisk (**).

CHARACTERISTICS:

- Decisive
- Honest
- Personable
- Ethical
- Patient
- Flexible
- Professional
- Critical Thinker
- Creative
- Team Player

SKILLS:

- Organized
- Ability to Multi-Task
- Analytical
- Motivated
- Identify Efficiency Improvements
- Proficient in Microsoft Office Suite (Outlook, Excel, Word etc.) and Internet Based Research
- Good written and oral communication skills
- Ability to follow written and oral instructions accurately

EDUCATION:

- Bachelor's degree from an accredited university in any field and/or a combination of education and sufficient work experience
- Complete required Defense Acquisition University coursework prior to start date

EXPERIENCE:

- Experience working in a professional office setting preferred
- Customer Service experience preferred
- Highly proficient in working with assistive technology such as screen readers and/or magnification software

ROLE: Contract Closeout Specialist I

RESPONSIBILITIES:

- Contract Closeout Specialist Responsibilities
- Individual/Team/Corporate Responsibilities

EXPECTATIONS:

Contract Closeout Specialist Responsibilities

- Complete contract close out process as required by standard operating procedures and as directed by supervisor
- Prepare closeout documents for contracting officer review and approval as required by standard operating procedures
- Follow and implement all written and oral guidelines as provided by Supervisor and/or CMS Director
- Maintain compliance with all DCMA Compliance Training
- Complete any additional training as directed by Supervisor, CMS Director, or VisionCorps headquarters
- Maintain access to all government information systems
- Meet or exceed average monthly production quotas IAW contractual requirements
- Ensure office environment is maintained in accordance with safety policy
- Meet or exceed average monthly production quotas IAW contractual requirements
- Meet or exceed accuracy standards
- Consistently demonstrate ability to manage tasks based on priority and be responsive to requests from manager regarding time sensitive tasks
- Adhere to organizational core values

Individual/Team/Corporate Responsibilities

- Observes and adheres to the Standards of Performance requirements outlined in the Employee Handbook.
- Maintains open communication with immediate supervisor, senior managers, vendors and coworkers.
- Models VisionCorps' corporate values in the execution of daily work activities and decision making.
- Supports the vision and mission of VisionCorps.
- Attends VisionCorps meetings and trainings as needed and/or required.
- Continually participates in one on one coaching meetings with supervisor.
- Abide by all VisionCorps safety standards
- Properly maintain schedule, timeclock, and PTO
- Performs other duties as assigned by supervisor

WORKING CONDITIONS

- Work will be performed in an climate controlled office environment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Ability to verbally communicate with others
- **Light to moderate physical effort required
- **Must be able to occasionally lift up to 25 lbs.
- **Regularly required to stand, walk, reach and move around machinery
- **Repetitive use of hands, wrists, and forearms
- **Work will typically be of sedentary nature.

ACKNOWLEDGEMENT SIGNATURE

By signing this position profile I acknowledge and accept the requirement, duties and expectation of the position. I further understand and agree that this position profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employees. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee Name: _____

Employee Signature: _____ Date: _____