



JOB ANNOUNCEMENT: **CONTRACT CLOSE-OUT SPECIALIST**

Cincinnati Association for the Blind and Visually Impaired (CABVI) is seeking talented, highly-motivated candidates to join the CABVI team as **Contract Close-out Specialists**. CABVI anticipates openings in 2013 for its Contract Management Support (CMS) operation at Wright Patterson Air Force Base (WPAFB) in Dayton, OH.

ABOUT THE POSITION...

Contract Close-out Specialists work as part of a team of blind and low vision personnel to perform the day-to-day operations necessary to prepare federal government contracts to be "closed out." The principal responsibilities of the position include:

- Completes contract close-out process by following standard operating procedures and instructions from the CMS Supervisor.
- Contacts agencies, manufacturers, and contractors to acquire written payment history through electronic or verbal means. Determines if obligated funds match required payment on the contract, or if there is an opportunity to de-obligate funds.
- Prepares closeout documents for Contracting Officer to review and approve
- Completes daily and weekly reports to track metrics throughout the close-out procedure.
- Performs administrative tasks include the use MS office, Access, Excel, Word and other programs in performance of job responsibilities.

JOB QUALIFICATIONS...

Applicants interested in the Contract Close-out Specialist position should meet the following requirements:

- **** TOP SECRET security clearance is strongly preferred ****
- Preference will be given to candidates who are legally blind and proficient with screen-magnification software and to Wounded Warriors.
- A four-year degree (B.S. or B.A.) is preferred, but applicants will also be considered with a two-year degree and equivalent on-the-job training and work experience
- Proficiency with Microsoft Office software (Word, Excel).
- Excellent verbal and written communications skills and a strong attention to detail.
- Must be team oriented, have a strong work ethic, and be able to meet deadlines
- Positive attitude and sense of humor a must.

ABOUT CABVI...

CABVI is a private not-for-profit agency with a long and respected tradition of offering comprehensive services to people who are blind or visually impaired. Located just minutes from vibrant downtown Cincinnati and beautiful Northern Kentucky, CABVI offers an excellent working environment and a competitive compensation and benefits package that includes: Health, Dental, Vision, Short and Long Term Disability, Group and Supplemental Life Insurance, Accident and Critical Illness, 401(k), paid holidays, vacation, sick, and personal leave, and flexible scheduling.

For more information about CABVI, please visit our website at <http://www.cincyblind.org>

To learn more about Contract Management Support (CMS), you can access a brief YouTube video through this link: [CMS Video Link](#).

HOW TO APPLY...

For consideration, *please CABVI call today to speak with the HR Manager, Scott DeHart, at (513) 487-4535*. Applicants can also submit a cover letter and resume to:

CABVI

Attn: Human Resources
2045 Gilbert Avenue,
Cincinnati, OH 45202

Fax: (513)-221-2995

Tel: (513) 487-4535

E-mail: scott.dehart@cincyblind.org