

Columbia Lighthouse for the Blind
JOB DESCRIPTION

Title: Contract Closeout Specialist

Location: Washington, DC Metro Area

Purpose of Position: Candidate will perform a variety of tasking in support of customer monthly deliverables and requirements including but not limited to the following responsibilities. Current security clearance or ability to obtain a security clearance is required.

Responsibilities:

- Complete contract close out process as required by standard operating procedures and directed by office supervisor
- Maintain 100% accountability of folder/documents throughout the close out process.
- Responsible for contacting agencies to acquire written payment history through electronic or verbal means.
- Responsible for contacting manufacturers or contractors to acquire written delivery history through electronic or verbal means.
- Determine if obligated funds match required payment or if there is an opportunity to de-obligate funds or a need to obligate additional funds with supervisor review.
- Provide completed folder for close-out review by contract closeout supervisor.
- Prepare closeout documents for contracting officer review and approval as required by standard operating procedures.
- Complete daily and weekly reports to track metrics throughout the close-out procedure.
- Provide customer service as required by contracting officers concerning folders presented for close-out.
- Upon closure of contract, redistribute folder for temporary storage awaiting destruction.
- Various contracts to close include Fixed Price, Cost Reimbursable, Labor and Hours, and Time and Materials.
- Assist in improving existing standard operating procedures to improve productivity.

Education/Experience Requirements:

- Minimum four year degree or equivalent work experience; 24 credit hours college level business coursework (preferred)
- Minimum completion of required training to include Completion of Defense Acquisition University CON 100 - Shaping Smart Business Arrangements
- Contract Close Out (ESI or other qualified provider) and Procurement system specific training as needed to satisfy the requirements of resulting Task Orders (SPS/PD2, etc.).
- Previous business and/or procurement experience (preferred)
- Must be familiar with quick closeout procedures according to FAR.

- Familiarity with recording indirect rates.

Skills, Knowledge and Abilities:

1. Proficient with the use of Microsoft Office (Excel, Word, PowerPoint and Access)
2. Proficiency using needed assistive technology
3. Ability to work in large contract environment.
4. Ability to use independent discretion.
5. Willingness to work in a flexible, fast-paced environment.
6. Ability to work in team environment.
7. Excellent communication skills

Blind and Visually Impaired Individuals are encouraged to apply. Please send resume and cover letter to resumes@clb.org.

Columbia Lighthouse for the Blind is committed to equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.