

# ALPHAPOINTE

## Job Description

Job Title: **Contract Closeout Specialist** EEO Code: 3

Reports To: CMS Site Supervisor FLSA Status: Non-Exempt

**Job Summary:** The Contract Closeout Specialist is responsible for initiating (automated or manual) administrative closeout of the contract after receiving evidence of its physical completion.

### **Essential Functions:**

- Reviews termination notices for extent of action (partial complete) and for special conditions or instructions, e.g. shipment of Government-furnished materials.
- Analyzes the contract and related documentation, e.g. unsettled engineering or value engineering change proposals, payment provisions, contract status and other provisions and establishes the contract price of items terminated.
- Recommends the release of estimated excess funds.
- Acts on contractor's request for submitting proposals on a total cost basis.
- Evaluates, as necessary, the contractor's systems for settling terminated subcontracts, and issues, monitors, or revokes delegations of authority to settle subcontractor's claims without Government approval.
- Post award contract administration, termination and closeout actions and administrative and reporting functions.

### **Additional Functions:**

- Perform all other duties as assigned.
- Be able to lift boxes up to 50 lbs.

### **Knowledge and Skill Requirements:**

- A 4 year course of study leading to a bachelor's degree with a major in any field; OR at least 24 semester hours in any combination of the following fields: accounting, business, finance, tax, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- Must be a U.S. citizen.
- Must be able to successfully pass a U.S. Government security investigation.
- Highly proficient I computer technology (Word,Excel) and Adaptive Technology.
- Excellent verbal and written communications skills required.
- Attention to detail and accuracy are crucial.
- Must be team oriented with a strong work ethic.

- Must have experience with Microsoft Applications (Excel, Word, etc.)

**Working Conditions:**

- Office environment working with visually impaired employees.