



From People to Projects

Acquisition Support

Contract Closeout Administrator

Job Summary: Contract Closeout Administrator will perform all activities required to closeout all physically completed contracts and will coordinate all closeout actions in accordance with the Acquisition Regulations. The candidate is expected to work independently while coordinating with the Contracting Officer, Closeout Team, and Acquisitions department. Duties include review of expired contracts and task orders to determine their type, contract limitations, contract periods, types of costs, legal status, indirect rates and ceilings when applicable.

REQUIRED EDUCATION/REQUIRED TRAINING

- Bachelors Degree, plus 2 to 5 years general business or contract-related experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION

- Understanding/knowledge of contract closeout and an appreciation of associated financial and analytical issues
- Understanding/knowledge of acquisition procedures so as to accomplish contract closeout actions
- Understanding/knowledge of statutes, regulations and procedures so as to be able to perform and/or support contract closeout functions that are not well defined or lack precedence
- Excellent proficiency in MS Office applications (Word, Excel, PowerPoint, and Access)
- Excellent written and verbal communication skills

JOB LOCATION:

Washington, DC Metropolitan Area

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