

# California Job Order Bulletin Board Print Document

Job Order: 18497232

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Job Title: **CONTRACT CLOSEOUT SPECIALIST**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

**Job Description: Los Angeles Habilitation House (LAHH) a 501c (3) nonprofit organization, offers employment, training, and career development opportunities to persons with disabilities. Our mission is to create and maintain job opportunities for person with disabilities that will help them to develop, express, and apply their talents and maximize their contribution in their community.**

**A fact that drives our mission - seventy percent (70%) of adults with a disability are unemployed in the United States. LAHH has been created to respond to the need for employment experienced by people with disabilities and be a place that breaks down the cycle of alienation and remove the barriers experienced by people with disabilities when they try to find a job.**

**Los Angeles Habilitation House is seeking qualified and interested individuals for a job opening in Contract Administration in San Diego, CA.**

**Please provide history of employment reflecting a minimum of 3 years in the past 5 years providing routine administrative support services to include organizing, prioritizing, and completing multiple tasks in a specific timeframe. Have a minimum of 3 years of experience in the last 5 years in data entry on electronic systems, to include automated procurement systems, and a variety of computer software applications, as well as typing skills in the performance of duties, accurately, and quickly. Have a minimum of 3 years experience in the past 5 years with familiarity with acquisition procedures and applicable governing regulations.**

**Demonstrated knowledge or willingness to learn FAR, DFARS, DFAS, and DCMA requirements for government Contract Closeout policies and procedures. Prior examples of willingness to learn in similar areas is acceptable. Will require a user knowledge and willingness to learn, MS Office (Access, Excel, Word, PowerPoint), SPS, iRapt, EDA and OnePay or equivalent experience in government and, or commercial finance and accounting software.**

**Must be able to obtain a security clearance. The security clearance process includes fingerprinting and completion of the Personnel Security Questionnaire (SF-86).**

**Duties will include but not limited to:**

- **When needed, will provide support when there are questions from other team members.**
- **Prepare government contracts and present to a warranted government-contracting officer for closeout.**
- **Develop, produce and maintain measurement reports to reflect productivity of the closeout process presented at the bi-monthly closeout process reports. The information contained in this report includes contracts received, contracts**

closed, and status of contracts being processed to include accountability of the folder as well as the stage that the folder is in at each point through the process.

- **Understand and use procedure for the Contract Closeout Specialists to receipt in and review all files upon arrival and inventory the contents.**
- **Assist in establishing and maintaining the metrics or tracking as required to determine the process and time required to present a contract ready to be closed.**
- **Coordinate with other offsite contract closeout sites for all closeout-reporting functions.**
- **Will complete contract close out process as required by standard operating procedures and directed by supervisor or lead.**
- **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.**
- **Maintain 100% accountability of folder/documents throughout the close out process.**
- **Assist in improving existing standard operating procedures to improve productivity.**
- **Provide customer service required contracting officers concerning folders presented for closeout.**
- **Must complete CON 100 through Defense Acquisition University prior to hire.**

Minimum Age: **NA**

Hiring Requirements:

Education Level: **Associate's Degree**

Requires a Drivers License: **No**

Minimum Salary: **23.00 Hour**

Maximum Salary: **25.00 Hour**

Pay Comments: **Will discuss with applicant**

Benefits:

Job Application Methods Accepted: **Via Email, By Fax**

Employer requests only Veterans apply: **None Selected**

Application Comments: **Only faxed or emailed resumes will be accepted for review.**

**Veterans are encourage to apply.**

#### **Employer Information:**

**LAHH at Naval Medical Ctr San Diego**

**34800 Bob Wilson Dr**

**San Diego, CA 92134**

Contact: **Nancy Albin**

Phone: **(562) 388-8073 ext**