



Position: Contract Closeout Specialist

Location: Orlando, Florida

Summary of Position

Kent, Campa and Kate Inc. (KCK) is a federal contracting company that provides professional services to government agencies. We are currently looking for a Veteran, Family Member or qualified candidate to fill a Contract Closeout Specialist supporting Program Manager for Training Systems (PM TRASYS), located in Orlando, Florida.

Position Description

- Candidate will provide onsite general acquisition support primarily in contract closeout. Great position for a Veteran looking to start or build on their skills in the acquisition community.
- Perform closeouts of simplified acquisitions and various contract types.
- Review, prepare and submit closeout documents.
- Input information into Contract Management System.
- Retrieve information from various systems
- Process quick closeout activity.
- Other administrative duties as required.
- Verify closeout check list has been completed prior to initiating final invoice processing.
- Collect internal reports by fiscal year in order to summarize total incurred costs.
- Prepare release and assignment letters to be mailed with close out invoice.

Required Qualifications

- Minimum of two (2) years of experience in contracts/grants management or a related field.
- Preferred requirements: current or previous CAC card
- Demonstrated experience and knowledge of necessary IT communication systems.
- Demonstrated ability to assess contract processes and procedures.
- Preferred Bachelor's degree in Business, Finance or a related discipline
- Use PD2 system to create closeout modifications for T&M, LH and FFP contracts, de-obligate excess funding, and release modifications.
- Minimum of three (3) years' experience in government contracting, with demonstrable understanding and skill in performing contract closeouts and related functions.

Please submit resumes at KCK's website at www.kckforvets.com or email to earlgray@kckforvets.com
For additional information email earlgray@kckforvets.com or call (808) 343-1787.