

Job Title: Contracts Administrator
Location: Chesapeake, VA
Salary: Commensurate with Experience

Required:

Qualified candidates will have the following:

- Minimum of 5 years' experience with cost type, fixed price, and time and material type contracts including setup, closeout, and final vouchers.
- Experience with Deltek Costpoint accounting software.
- Experience utilizing WAWF/IRAPT for monthly invoices.
- Experience populating annual Incurred Cost Submissions.
- Experience with GSA Industrial Funding Fee accrual/submission/audits.
- Allocation of direct and indirect costs.
- Knowledge of FAR/DFAR.
- U.S. Citizenship

Highly Desired:

- Knowledge of GAAP.

Job Description:

- Administer full life-cycle contract activities.
- Work closely with executive management, program management, and government contracting personnel in executing contracts.
- Document revenue and expenditures for contract activities.
- Prepare for and coordinate with DCAA and/or DCMA audit officials.
- Ensure contract wage determination rates are current and accurate.
- Ensure all aspects of the FAR/DFAR are met.

Benefits Offered:

- Medical, Dental, Vision
- Short and Long-term Disability
- Whole and Term Life Insurance
- Supplemental Insurance – Aflac
- Paid Vacation, Sick, Holiday, Jury Duty, Military Duty, Bereavement
- 401(k) / 401(k) Matching
- Employee Assistance Program

Background Check:

Offers are contingent upon successful completion of professional reference checks, employment history verification, and background screening.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive equal consideration for employment. GStek encourages veterans, disabled veterans, and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled