



DCI/WRPS Skill Bridge Requirement for:
Comptroller
Location: Richland, WA

Job Description:

- Support the Procurement Systems Support organization.
- Plan and execute compliance support of Procurement operations.
- This will include:
 - Coordinating and tracking documentation and data requests
 - Fulfilling external audit documentation and data requests
 - Reviewing the accuracy and completeness of preliminary assessment and review results
 - Researching contractual and regulatory requirements related to assessments and reviews
 - Reviewing drafted assessment and review reports

Other duties may include:

- Implement, manage, and monitor procurement reporting systems to meet project requirements.
- Prepare spreadsheets and evaluate the accuracy of contract and/or purchase order files including clauses, terms, compensation schedules and deliverables.
- Make recommendations to improve departmental operations after evaluating existing internal controls, the Federal Acquisitions Regulations (FAR), and procedural requirements.
- Supporting other functions within the Procurement Systems Support department, as needed.
- Must take prompt action to accomplish assigned objectives and understand/identify issues and opportunities

Required Qualifications:

- Bachelor's degree
- 2 years purchasing experience.

Desired Qualifications:

- Working knowledge of FAR
- Experience with federal