

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70115339 DATE POSTED: 05/04/18  
 POSITION NO: 243760 CLOSING DATE: 07/31/18  
 POSITION TITLE: Principal Contract Analyst

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / WINDOW ROCK, AZ  
 WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AP67A  
 WORK HOURS: 40 hrs. / week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 56,971.20 PER ANNUM  
 SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 27.39 PER HOUR  
 NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Incumbent is responsible for mid and upper level managerial and administrative contract analytical duties and responsibilities; works closely with Office of Budget and Management, Contract Administration, Dept. of Finance, Contract Accounting, Management and Policy, Dept. of Justice, and Office of the Controller to maintain and use of tribal/federal funds and budgets by sustaining excellent budget management practices; utilizes formal and regulatory practices for strict and consistent compliance; obtains, reviews grants, awards, agreements and contracts, amendments, and subcontracts for Navajo Head Start (NHS) to negotiate, review scope of work, monitors and coordinates action taken on agreements, deadlines, amendment between NHS and contractors and grantors; ensures proper disposition of property and closeout of contracts and grants, maintains a working list of vendors, service providers to establish effective working relations to secure total cost, duration, and status in Navajo Nation (NN) 164 review. Audits technical records and reports for compliance and evaluate purposes to ensure NHS abides by all regulatory and legal standards and laws-audit read; reviews and reconciles budgets on a monthly basis using FMIS System, interprets data to identify trends and patterns in fund balances; prepares accounting reports, ledgers and statements for review by HS Assistant Superintendent; such as general ledgers; prepares financial analysis for proposed budget revision as needed.

Establishes MOUs/MOUs with NN Chapters, Child Care Development, Local School Districts, and other possible service providers, specifies required administrative, professional and comprehensive assistance to HS Assistant Superintendent, Fiscal Manager and NHS Managers; reviews and responds to affiliated correspondence, and consolidates formal reports, statistics and complex technical reports; assist Fiscal Manager in completing tasks, responsibilities, and reviews; performs detailed and complex numerical computations and reports; forecasts and projects budget information bases on monthly review, prepares journal entries, and monitors compliance with Generally Accepted Accounting Principles and Navajo Nation fiscal controls; ensures compliance with the principles, policies and procedures and regulations of federal grants, fiscal reporting requirements; such as but not limited to OMB A-87, Cost Principles, EDGAR, 34 Code of Federal regulations and other requirements for transfer funds from BIE and grants funded program; takes lead by providing leadership in securing contract, grants and related information; identifies problems and conflicting sectors; utilizes professional communication skills, solid business sense and decisions to protect the NN and NHS ethically and with integrity; carry out necessary contract/grant functions, and may be assigned other necessary duties and responsibilities and/or as needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration, Accounting, or Management; and four (4) years of management experience.

**Special Requirements:**

- Possess a valid State Driver's License.
- A favorable background investigation.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of generally accepted grant/contract development and administration principles, procedures and practices; knowledge of accounting transaction practices and procedures and related Navajo Nation, federal, state, local laws and regulations; knowledge of business and industrial practices, market trend and conditions; knowledge of procurement and contracting policies and methods; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment, including computers, financial/office application software; skill in researching and preparing complex technical reports; establishing and maintaining effective working relationships with others. Prior to Employment, must obtain a Physical Evaluation and TB Skin Test.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***