REQUISITION NO: OM801624344  DATE POSTED: 07/21/22
POSITION NO: 245120  CLOSING DATE: 08/03/2022 by 5pm
POSITION TITLE: Contract Compliance Officer

DEPARTMENT NAME / WORKSITE: Office of Management & Budget - Contracts & Grants Section - Window Rock, AZ
WORK DAYS: Monday - Friday  REGULAR FULL TIME: ✓
WORK HOURS: 8:00am - 5:00pm  PART TIME: ☐
SENSITIVE: ☑  SEASONAL: ☐
NON-SENSITIVE: ☐  TEMPORARY: ☐
GRADE/STEP: BQ64A
NO. OF HRS./WK.: $ 45,226.08 PER ANNUM
DURATION: $ 21.66 PER HOUR

DUTIES AND RESPONSIBILITIES:
Familiar with rules governing employment w/ Navajo Nation (NN) and external contracts and grants e.g., Funding Agency, Uniform Guidance, NN Code, NN Personnel Policies, Procurement Policies, Appropriation Act, Budget Policies Manual, etc. Adhere to those and enforce as well. Ensure document based on which funds are allocated to recipients are complete & accurate e.g., application, budget, signature & expenditure authorization. Assist in developing procedures and system on monitoring review on funds allocated and implementation of the same. Coordinate with funding recipient to schedule compliance review on funds allocated and entities / offices that have a roll including Dept of Personnel Management, Office of the Controller, etc. Perform compliance review on the funding, issue report on that within (10) business days after completion of the review to the Division, Branch Chief, respective oversight committee. The report shall include accomplishments, issues & concerns, recommendation to resolve, timeline for recipient to take corrective action, etc. Ensure account is closed out when the funds are fully expended and/or purpose of the funding is achieved. Provide technical assistance on external fund to recipients, Divisions, Branch Chiefs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

Special Requirements:
• A favorable background investigation.
• Possess a valid state driver's license.

(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 application of Navajo Nation Code, State, Federal laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial/office application software.
Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports.
Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships.

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

Revised: 03.05.18