

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70118512

DATE POSTED: 08/20/19

POSITION NO: 946900

CLOSING DATE: Open Until Filled

POSITION TITLE: Senior Contract Analyst

DEPARTMENT NAME / WORKSITE: DODE / Navajo Head Start / Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AY65A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 51,126.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 24.58 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 and Management, Contract Administration, Department of Finance, Contract Accounting, Management and Policy, Department of Justice, and Office of the Controller to maintain and use of tribal/federal funds and budgets by sustaining excellent budget management practices, utilizes format and regulatory practices for strict and consistent compliance; obtains, review grants, awards, agreements and contracts, amendments, and subcontracts for Navajo Head Start (NHS) to negotiate, review scope of work, monitors and coordinates actions 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 technical records and reports for compliance and evaluative purposes to ensure NHS abides by all regulatory and legal standards and laws-audit ready.

Establishes MOUs/MOAs 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 complete technical reports; assist Contract Analysis in completing conflicting issues to resolve or proceed in corrective action; established effective working relationships in working with the public, chapters, tribal programs, and private sectors; utilizes professional communication skills, sound business sense and decisions to protect the NN and NHS ethically and with integrity; carry out necessary contract/grant functions, and maybe 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, Finance, or Management; and two (2) years of contract or grant administration 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 Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.