

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70118523

DATE POSTED: 08/27/19

POSITION NO: 244422

CLOSING DATE: 09/17/2019 5:00pm

POSITION TITLE: Director of Financial Services

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

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AY69A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 71,760.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 34.50 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent will oversee the fiscal operations of Navajo Head Start (NHS) fiscal operations; responsible for planning and developing program related budgets in coordination with NHS Assistant Superintendent. Prepares fiscal reports required by grantor in coordination with Navajo Nation OMB procedures; coordinates accountability of the program by preparing financial reports, budget operating reports, developing grant applications and revisions; coordinates budget and position information with the Office of Management and Budget, Department of Personnel, Office of the Controller; assists in establishing program goals and objectives and priorities for each fiscal year; Prepares, analyzes, and interprets program goals with NHS Assistant Superintendent, management team, policy council, and NN Board of Education, for the purpose of evaluation and measuring program services and compliance. Monitors in-kind services and requirements of Head Start Performance Standards, local, state and federal regulations; works collaboratively with content managers and supervisors to ensure that NHS goals and objectives are implemented according to budget demands. Oversees work of finance staff, checks for accuracy and compliance; provides technical assistance and guidance; evaluates performance; attends meetings as required; other duties assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business, Fiscal Management or closely related field; and six (6) years of progressively responsible accounting or fiscal management work experience, three (3) years of which must have been in a supervisory capacity.

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 Head Start Performance Standards, regulations, collective bargaining agreement (CBA) and department policies and procedures. Knowledge of local, state, and federal policies and procedures for accounting, internal control procedures, management information systems, budget and reporting requirements. Knowledge of data processing, computer applications, governmental accounting principles and practices. Must have skills in researching, compiling, and preparing reports for oral and writing reports to present to Tribal, Federal, policy council, board of education and other entities that Navajo Head Start is required to report. Able to supervise and coordinate accounting, finance and budget procedures.

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