Senior Programs and Projects Specialist

DUTIES AND RESPONSIBILITIES:

Senior Programs and Projects Specialist (SPPS) will report to the directly to the Department of Family Services Department Manager III. SPPS will manage the department’s finance section, including supervise six (6) DFS accounting staff. SPPS will ensure management of budgets comprised of tribal, state and federal funds meet funding requirements. SPPS will monitor and check for accuracy and compliance assigned to internal accounting staff. SPPS will ensure consistent exchange of information and a cooperative environment is practiced; SPPS will serve as an authority in the application of accounting practices involving financial management, cash management, internal control, and financial reporting. SPPS will be responsible for providing technical assistance in the development of all federal, state, and tribal budgets for contract/grant proposals, professional services agreements, lease agreements, and assists in the contract negotiations and the preparation and other documents relating to the financial operations. SPPS will also research, interpret, revises, and develops policies involving internal financial matters and adapts standard operating procedures to appropriate funding.

SPPS will use advance professional accounting work of unusual difficulty requiring the application of innovative methods in resolving difficult and complex accounting programs that are complicated by government programs that are broadly diversified; analyzes each budget and expenditure to assure regulatory compliances and prudent spending within budget constraints are met; assists in the coordination, integration and accountability of the department; completes fiscal analysis to ensure fiscal accountability through audit and reporting; conducts financial analysis; presents financial reports and contract development and revisions; consults with management concerning present and future program needs and budgetary constraints. Oversees the procurement process by providing oversight to the DFS financial team and Program Managers of the preparation of bid specifications and price quotations as required by NN, state and federal requirements; will maintain a comprehensive inventory system for all department’s assets; 6-B purchasing process and payment of invoices, maintenance of supplies and equipment, facility and equipment repairs; oversees and plans maintenance of office building(s) and equipment; oversees accounts payable functions, evaluates purchase orders to assure requests are within budget guidelines and according to funding source; monitors allocations within budget.

Responsible for preparing for annual audits by working closely with the managers and staff to understand and apply the appropriate NN, state and federal requirements for the Single Audit by coordinating and disseminating information from and to the DFS staff and the internal/external auditors, develops and maintains computerized financial recordkeeping system; prepares and submits financial status reports and budget analysis to funding source, management, staff, and tribal officials; monitors, tracks and reconciles grant funds; develops and implements internal control mechanisms. In coordination with the NN Office of Controller, the NN Office of Management and Budget and the NN Department of Personnel Management ensures that all required budgets, budget revision requests, positions, employee assignments, verification of funds availability are completed, and necessary updates are properly entered into the FMIS and HRIS in accordance with policies, procedures, and established deadlines. Represents and attends meetings on behalf of DFS on budgets, financial obligations, contracts, and auditors, attends necessary trainings and professional development activities to continue to enhance knowledge on appropriate regulations and financial practices; and may perform special projects as assigned by the Department Manager III. SPPS will attend work-related meetings, conferences, workshops, trainings and maintain applicable certifications.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
- A Bachelor's degree in Public or Business Administration, Accounting, Finance, or closely related field; and six (6) years of responsible program related administrative or accounting experience, two (2) years of which must have been in a supervisory or lead capacity; or an equivalent combination of education and experience.

Special Requirements:
- A favorable background investigation.
- 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: Navajo Nation, federal and state laws, regulations and guidelines governing aspects of the Nation’s accounting operations; accounting principles, theories and practices; Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; business and management practices relating to the maintenance of accounts and other financial records; computerized accounting systems and applications of general software; supervisory methods and techniques. SKILL IN: analyzing financial records, systems, procedures and controls; preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems; establishing and maintaining effective working relationships; communicating complex technical concepts, both orally and in writing.