

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

REQUISITION NO: <u>DCD06721891</u>	DATE POSTED: <u>10/05/21</u>
POSITION NO: <u>243196</u>	CLOSING DATE: <u>10/18/2021 by 5pm</u>
POSITION TITLE: _____	Contract Analyst
DEPARTMENT NAME / WORKSITE: _____	Capital Projects Management Department / Window Rock, Arizona
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8:00am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BQ63A</u>
	\$ <u>41,488.56</u> PER ANNUM
	\$ <u>19.87</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

This position will monitor compliance with contract, grant and/or subcontract, monitors and coordinates actions taken on agreements between the Capital Projects Management Department (CPMD) and contractors, subcontractors, and grantors. Based on funding agency and Navajo Nation policies. Review grant applications for accuracy that include funding contract / grant agreement, ensure scope of work (SOW) aligns with purpose of grant. Advise terms & conditions protect interest of the NN, coordinate with project manager to respond to inquiry on application by funding agency. Enter budget & applicable information on awards in Financial Management Information System (FMIS) & authorize implementation. Review grant award and related modification to ensure final SOW, budget, etc. is consistent with grant award so agreement is executed accordingly. Prepares correspondence and reports. Ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises CPMD Project Managers of any problems or necessary corrective action associated with contracts. This position will manage multiple requests for proposals (RFP) work by CPMD with significant scope, complexity and monetary value. Develop RFP notices, packages and evaluation tools with Project Manager's input, seeks service providers. Assists in preparation and implementation of contracts and associated budgets; provides technical assistance to CPMD staff, service providers on contracting and related financial issues; reviews and monitors financial documents; reviews scope of work on selected contracts, grant and subcontracts for compliance with regulations and requirements. Prepares cover page for 164 Review.

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

**Minimum Qualifications:**

- An Associate's degree in Business Administration or closely related field; and two (2) years of contract and/or grant administration experience;

**-OR-**

- A Bachelor's degree in Accounting or Finance.

**Special Requirements:**

- FMIS Certification (to be obtained within two months of hire).

***(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:**

Certified user of Financial Management Information System (FMIS) on Job Cost Module (JCM) and other modules preferred. This is to set up grant award and budget in FMIS; generate budget expenditure report on grant awards for use to assess performance on Contracts / Agreements; Technical analytical skills; Experience and knowledge on finance, accounting, budgeting and audit principles; interpret rules and regulations. Excellent verbal communication skill including Navajo language; Express effectively and accurately in writing; Thorough and detailed oriented to read Funding Contract / Grant Agreement and related documents line by line; Manage time effectively as work on Contract & Agreement is time sensitive; Proficient in Microsoft office product e.g., word, excel, powerpoint; familiar with P. L. 93-638 and other federal laws and Navajo Nation laws and policies e.g., Personnel Policies, Appropriation Act, Budget Instruction Manual, etc.

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