

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

REQUISITION NO: OMB01610835 DATE POSTED: 10/12/15  
POSITION NO: 219868 CLOSING DATE: 10/23/15  
POSITION TITLE: Senior Contract Analyst  
DEPARTMENT NAME / WORKSITE: Office of Management and Budget / Contracts & Grants Section / Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB65A  
WORK HOURS: 8 a.m. to 5 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,054.40 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.18 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Review and advise Navajo Nation Programs on applicable Navajo Nation and other funding agencies' rules and regulations on funding contracts and grants. These rules and regulations applies to processing funding application and funding award and executing funding contracts/agreements and contract modifications. The scope of work, budget and other contents of the funding documents must be accurate and complete. Monitor funding contract to ensure programs comply with reporting and required actions. Orientate programs on applicable rules/regulations and provide technical assistance. Use Financial Management Information System (FMIS) to set up executed contracts, generate budget expenditure reports and other reports on contracts/grants; prepare report on work performed, and attend meetings on contracts.

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

**Minimum Qualifications:**

- Bachelor's Degree in Business or Public Administration, Accounting, Finance or closely related field, and (3) years of contract and/or grant administration experience. (*FMIS Certifications, i.e., Foundation, Inquiry, and Job Cost. Familiar with Microsoft applications: Word, Excel, Outlook, etc.*)

**Preferred Qualifications:**

- Twelve (12) college credits in Accounting.
- Proficient in MS software or other computer applications.
- FMIS Certification.

**Special Requirements:**

***(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:**

Familiar with Navajo Nation budget practices and processes, i.e., General fund and other external funds. Familiar with practices and procedures and related tribal, federal, state and local laws and regulations. Strong skills in gathering, analyzing facts and drawing conclusions; good research skills and preparing complex technical reports. Effective communication skills, orally and in writing. Effective working relationships with other employees and the general public.

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