

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS05614474</u>	DATE POSTED: <u>10/12/17</u>	
POSITION NO: <u>933901</u>	CLOSING DATE: <u>10/25/17</u>	
POSITION TITLE: <u>Contract Analyst</u>		
DEPARTMENT NAME / WORKSITE: <u>NDSS- Contract Compliance Section / Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the general direction and supervision of the Senior Programs & Projects Specialist, coordinates variety of activities for the Contract Compliance Section. Monitor and evaluate over 150 contracts, grants and subcontracts that involve tribal, federal and state funding. Research programs requirements, laws, and regulations, the terms and conditions of each terms and conditions of each prime grant and scope of work. Develop monitoring and evaluation tool/instruments on an annual basis. Collaborate with programs in retrieving of files, documents, including traveling to NDSS contracts, grants, and subcontracts, vendors, mortuaries and services providers. Establishes files and records of all reports finding, including preparation of correspondence. Reviews and monitors random files, documents, and records of each program who received allocations. Analyzes and assist with recommendations to programs that need guidance in remaining in compliance with the award. Monitors all programs that received an allocation. Assist in preparing necessary reports relative to the award. Prepare and finalize the program monitoring and evaluation reports that identifies questioned findings followed with recommended corrective action. May attend supervisor meeting, staff meeting.

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:

- A favorable background investigation is required.
- 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 generally accepted grant, contract administration principles, procedures and practices; accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; procurement and contracting policies and methods; budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment including computers, financial/office software. Skills in auditing technical records and reports for compliance and evaluative purposes; operating personal computer and standard office software including, word processing, data bases, and spreadsheet files; gather, consolidate and analyzes facts and drawings conclusions; researching and preparing complex technical reports; effectively and clearly communicating complex technical concepts, orally and in writing; establishing and maintaining effective working relationships. Ability to manage and supervise case files; ability to maintain confidentiality in regard to consumers information and personnel information.

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