THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE70111382** DATE POSTED: **02/01/16**
POSITION NO: **242670** CLOSING DATE: **02/12/16**
POSITION TITLE: **HEAD START FISCAL MANAGER**
DEPARTMENT NAME / WORKSITE: **DODE/Navajo Head Start/Window Rock, AZ**
WORK DAYS: M-F REGULAR FULL TIME: ☑ GRADE/STEP: AD69A
WORK HOURS: 8:00 AM - 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: _____ $ 64,875.20 PER ANNUM
SEASONAL: ☐ $ 31.19 PER HOUR
TEMPORARY: ☐ DURATION : _____

DUTIES AND RESPONSIBILITIES:

Oversees the fiscal operations of the Navajo Head Start, reconciliation of accounts and payable of invoices; plans and budgets for the development of services in coordination with the Assistant Superintendent; analyzes budget and expenditure to assure regulatory compliance and prudent spending within budget constraints to the Assistant Superintendent; assists in the coordination, integration and accountability of the department; completes fiscal analysis to ensure fiscal accountability through audits and reporting; conducts financial analysis; develops grant applications and budget proposals; presents financial reports; coordinates budget presentations and contract development and revisions; consults with management concerning present and future program needs and budgetary constraints.

Oversees the preparation and approval of annual federal grant application; oversees bid specifications of bid specifications and price quotations as required by federal requirements; coordinates insurance issues regarding property, liability, vehicle and worker's compensation; oversees a comprehensive inventory system for all Head Start assets; oversees a central purchasing system including supply requisitions, 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. Develops and maintains computerized financial recordkeeping system; prepares and submits financial status reports and budget analysis to funding source; prepares monthly budget reports to Assistant Superintendent, management staff, board of education, and policy council; monitors, tracks and reconciles grant funds; prepares and inputs journal entries as needed; prepares for and assists with audits; monitors documentation of in-kind compliance; develops and implements internal control mechanism.

Oversees work of accounting staff, checks for accuracy and compliance; answers questions and provides guidance; evaluates performance; promotes consistent exchange of information and a cooperative environment. In coordination with the Office of Controller, the Office of Management and Budget and the Department of Personnel Management ensures that all required budgets, budget revision requests/modifications, positions, Personnel Action Forms, employee assignments, verification of funds availability are submitted/completed and necessary updates are made in FMIS and HRIS in accordance with applicable policies, procedures and established deadlines; thereby generating payroll for all Head Start staff in a timely manner. Monitors functional areas to ensure compliance with requirements of Head Start Performance Standards, local, state and federal regulations, researches, interprets, revises and develops policies involving financial matters.

Establishes and maintains contact with staff, vendors and policy council to share information; with agency staff to clarify policy and regulations; makes formal presentation as requested; serves as member of the department's executive and budget team; attends meetings, staff trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business or Public Administration or a 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.

Preferred Qualifications:

- A Master's degree in Accounting, Finance, Business or Public Administration or a closely related field.

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:

<<A favorable background investigation is required>>

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