



HOPI TRIBE GRANTS & SCHOLARSHIPS PROGRAM,
ADULT VOCATIONAL TRAINING PROGRAM &
WORKFORCE INVESTMENT ACT PROGRAM

PROGRAM OPERATIONS SPECIALIST

INTRODUCTION: This position is responsible for performing fiscal duties through coordination, management and compliance of contracts/grants and applying applicable tribal, state and federal policies & procedures in support of the Hopi Tribe Grants & Scholarship Program, Adult Vocational Training Program & the Workforce Investment Act Program.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Oversees the financial and procurement management affairs of the AVTP, HTGSP, and WIA; develops and implements departmental financial & procurement policies and procedures in support of the programs; and assumes responsibility and accountability for budget development and long-range financial planning; and assists with resolving annual financial & compliance audit issues.
2. Establishes and supervises a program of accounting, i.e., billing, accounts payable, procurement, contract negotiations, fund administration, etc; ensures timely and accurate billing and monitors aging of accounts; integrates and supports workflow with the Hopi Tribe's Office of Financial Management; works closely with the supervisor and staff to retrieve relevant student/client data for budgeting purposes.
3. Maintains grant/contract and office files in compliance with codes of confidentiality, generally accepted accounting principles and legal transactions for audit trail, i.e., grant proposals/applications, official grant/contract agreements, fiscal/narrative reports, budget modifications, etc., analyzes overruns/under-runs, actual spending and revenues and prepares a variety of reports; and conducts yearly file review and properly disposes of inactive documents and files.
4. Establishes and monitors purchase requisitions; verifies specifications and requirements with requesting unit; ensures vendors meet all specifications and requirements; monitors vendor compliance with contracts; oversees receipt, purchases of equipment, assists with storage and distribution of equipment and property; and ensures timely payment upon receipt of goods.
5. Provides advisement to the supervisor relating to the business and financial affairs of the programs; keeps supervisor abreast of the budget process for accountability; reviews budgets to analyze trends affecting budget needs, ensures the accuracy of financial expenditure reports, balance sheets and operational effectiveness in all areas according to funding regulations.
6. In the absence of the supervisor, serves as the representative when in contact with other employees, officials, outside agency representatives, general public, etc.; issues instructions on behalf of the supervisor as delegated; conducts presentations to Tribal Council, Budget Oversight Team and other management groups as necessary.
7. In conjunction with the supervisor, establish and maintains the design, and implementation of the program's computerized system, includes timely and accurate data entry (oversight of data entry).
8. Performs other duties as assigned or authorized by the supervisor to achieve the scope of work and program goals and objectives.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variation in approach and incomplete or conflicting data. The work requires making many decisions methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the HTGSP, AVTP & WIA Program Administrator. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines; and assists incumbent with unusual situation, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviation in the work assignments in accordance with instruction, policies, previous training or accepted practices in the occupation.

PERSONAL CONTACTS: Contacts are typically with employees within/outside the immediate work area, supervisor, Tribal Council, tribal offices/programs, vendors, sales representatives, funding agency, Bureau of Indian Affairs (BIA), Hopi Education Endowment Fund (HEEF), and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts, coordinate services, provide technical assistance, and resolve operating problems.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work may extend beyond the normal eight (8) hour daily schedule, evenings, weekends and holidays to meet the needs of the program. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

- A. Education : Bachelor's Degree in Accounting or Business/Public Administration or closely related field;

AND

- B. Experience : Two (2) years work experience performing highly complex administrative & financial management, which includes grant/contract administration etc., budget development, procurement, compliance, etc.

OR

- C. Any equivalent combination of Education, Training or Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the principles, practices and techniques of administrative and financial management and operations
Knowledge of government operations and additional knowledge of tribal government
Knowledge of procurement principles, practices and methods including federal and state requirements
Knowledge of data processing and similar applications and its relationships to the accounting system
Knowledge of complex computerized Financial Management Information software systems
Knowledge of statutory requirements and contract law relating to procurement functions

B. Skills:

Excellent verbal and written communication skills
Excellent skill in budget administration and contract negotiations
Excellent public and human relationship skills
Skill in operating modern office equipment/machines, microcomputers, related software programs

C. Abilities:

- Ability to identify problems, analyze alternatives and develop viable recommendations
- Ability to develop and utilize a complex computerized system
- Ability to analyze and interpret technical and legal terms and federal regulations
- Ability to make decisions, meet deadlines and work under pressure
- Ability to exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of honesty
- Ability to prepare accurate and complete financial statements and reports
- Ability to organize, prioritize and perform multiple tasks to complete job functions in an orderly efficient manner
- Ability to establish and maintain positive professional working relationships with employees, others and the general public

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi Language.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY:  _____ 3/10/11
Hiring Authority Date

APPROVED BY:  _____ 3-10-11
Human Resources Director Date