



PROGRAM OPERATIONS SPECIALIST

Department of Education & Workforce Development

Reports To: Manager

Salary/Hourly Range: 34

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 11/29/2018

INTRODUCTION

This position is responsible for organizing, directing and evaluating the financial operations of the Program. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge and skill in grant/contract management, compliance, fiscal management and applicable tribal, state, and federal policies and procedures.

Incumbent works under general administrative supervision and line authority of the Program Manager. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines; and assists incumbent with unusual situation, which do not have a 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.

Contacts are with employees within/outside the immediate work area, supervisor, Tribal Council, tribal offices/programs, vendors, sales representatives, funding agency, Bureau of Indian Affairs (BIA), vendors, 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.

KEY DUTIES AND RESPONSIBILITIES

(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 Program; 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.
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 products.
5. Provides advisement to the Program Manager on business and financial affairs of the programs; and 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. Participates and collaborates with other departments or units to achieve the Tribe's overall business goals and may represent the program's administration in business, financial and contractual matters within and outside of the Tribal government.
7. In conjunction with the Program Manager, responsible for the design, management, and implementation of computerized system, includes timely and accurate data entry (oversight of data entry).
8. Works closely with Program Manager and staff to retrieve relevant program data for budgeting purposes.
9. Performs other related duties as assigned and authorized achieve tribal/program goals and objectives.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, 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;

- Excellent verbal/written communication skills to prepare correspondence, activity, statistical & technical reports;
- Excellent skill in budget administration and contract negotiations;
- Excellent public and human relationship skills;
- Skill in operating basic office equipment/machines, microcomputers, related software programs, such as Microsoft Office;

- 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 others.

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 at times extend beyond the normal eight (8) hour daily schedule and on weekends. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Accounting or Public Administration or closely related field;

AND

Experience: Four (4) year's work experience performing highly complex administrative & financial management, which includes grant/contract administration, budget development, procurement, compliance, etc.

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent is responsible for maintaining a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED QUALIFICATIONS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.