ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

SIHASIN

POSITION DESCRIPTION

POSITION: Contracts and Grants Accountant
PAY GRADE: E4
FLSA STATUS: Exempt
DEPARTMENT: Business Office
REPORTS TO: Chief Financial Officer

JOB PURPOSE:

Performs administrative and technical functions associated with grants, contracts, and other agreements from external funding sources. Administers and monitors the University's grants and contracts and ensures all grants and contracts are maintained in accordance with contractual requirements and applicable laws, regulations, policies, and procedures.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Identifies and communicates potential funding opportunities to principal investigators (P.I.), departmental administrators and other support staff.
- Reviews proposal applications in accordance with required specifications required by the funding agencies; ensures all items are outlined in the agency solicitations and institutional documentation; reviews proposed costs and ensures that all allowable costs are included.
- Prepares bids, process specifications, test and progress reports, and other qualifications required.
- Reviews bids from outside vendors or agencies for conformity to grant or contract requirements. Determines acceptable bids.
- Coordinates budget preparation and design with faculty for contracts, grants and subcontract applications.
- Secures a fund number for each grant or contract awarded.
- Maintains a current knowledge of changing institutional policies and federal requirements governing externally funded grants and contracts.
- Reviews and monitors project spending to ensure funds received are expended according to federal, state and University regulations.
- Makes requests for additional or supplemental approvals from funding sponsor when required by a grant or contract.
- Requests or recommends amendments to, or extensions of, grants or contracts.
- Participates in beginning phases of programs to ensure accurate startup in compliance with funding agencies.
- Ensures compliance with contractual obligations and requirements.

- Coordinates required actions on correspondence, forms, financial reports, and other documents before submission to funding agencies.
- Reviews official directives and correspondence to ensure compliance by the University as prescribed by federal, or state agencies on program policies, procedures, and new assignments or responsibilities.
- Organizes and monitors the communications between Accounting and P.I.'s to ensure that proposals or requests for re-funding are properly budgeted.
- Assists in the timely submission of financial reporting for funded programs by coordinating scheduled budget meetings with Accounting staff and P.I.'s.
- Prepares SEFA and other financial reports. Participates in the annual audit.
- Establishes and maintains an electronic and hard-copy master list and filing system, with back up files, for documents and records. Researches, retrieves and assembles records upon request and general description.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Business Administration, or related field.
- Three years accounting, grant and contract experience.
- Master's Degree preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements in the administration of grants and contracts.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of tribal, federal, and state auditing policies and procedures.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in developing, writing, and submitting funding proposals.
- Skill in preparing reports and correspondence.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to maintain confidentiality.
- Ability to create and present effective reports, speeches, and presentations.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Ability to communicate effectively in the Navajo and English language.

PHYSICAL DEMANDS:

- Required to sit for up to 8 hours per day.
- Ability to stand, walk, stoop, kneel or crouch while performing duties.
- Ability to use hands to finger, handle, or feel.
- Ability to lift, push, or pull upwards of 25 pounds.

WORK ENVIRONMENT:

- Work is generally performed in office setting.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.