

CHEYENNE RIVER SIOUX TRIBE
CONTRACTING DEPARTMENT
CONTRACT SPECIALIST

DESCRIPTION OF WORK

General Statement of Duties: Responsible for a group of contracts from initial negotiation through final close-outs of which administration includes determining compliance, progress, quality, contractor payment and resolving determinations in pre-audit reviews.

Supervision Received: Works under the immediate supervision of the Contracting Officer and general supervision of the Tribal Comptroller.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Reviews proposed and approved grant/contract budgets and makes determinations regarding procedures for budget revisions and reprogramming of funds.

Maintains close working relationship with financial and programmatic staff researching and analyzing data to determine cost analysis and allow ability of program expenditures.

Compares to computer print outs and resolves differences.

Prepares required financial reports and processes contract and letter of credit close-out documentation.

Maintains a current knowledge of regulations and their effect upon the programs administered by the Tribe.

Attends trainings as required for the accounts the Contract Specialist maintains.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of automated financial systems, Microsoft Excel, and Microsoft Word. Knowledge of procurement practices and procedures. Knowledge and skill to collect and analyze data, relate data to established guides and evaluate the significance of collected data. Knowledge and skill to apply guideline material by reading and interpreting regulations and technical material. Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions, and makes suggestions for corrections or improvements. Considerable knowledge of bookkeeping and accounting.

Working knowledge of financial reporting. Working knowledge of rules and regulations regarding grants and contracting with Federal and State governments and private enterprises. Knowledge of data processing and computer coding. Knowledge of accounting and must be able to explain and demonstrate that the essential functions of the job can be performed. Knowledge of letters of credit and drawdown procedures for all funding agencies. Ability to maintain over twenty (20) contract/grant accounts.

Education: High school graduate or GED equivalent. Post-secondary education course work in bookkeeping, accounting or related field; or an Associates or Bachelor's Degree in a Business field or two years combination of experience and education credits in the related field (attach transcripts or degree); or obtain experience through On the Job Training or Work Experience program.

Experience: Three (3) years of experience in bookkeeping or accounting preferred.

Special Requirements: Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks. Must maintain strict confidentiality.

Revised Date: 5.10.21