

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

5. Acquires, organizes, and maintains an up-to-date reference library of the laws; regulations, guidelines; audit standards; the terms of contracts, grant awards, or other funding agreements; or any other Federal and State requirements applicable to the programs operated by ANSB, Inc.
 - a. Maintains working familiarity with these requirements, and acts as research librarian for questions of allowable costs, legal requirement, etc that may arise;
 - b. Performs independent internal compliance audits and analysis of the documentation for these programs, to identify any areas of non-compliance, and alert ANSB, officials of any potential liabilities and corrective actions needed.
6. On the basis of own audits and analyses of ANSB, Inc. business office financial records and systems, makes recommendations to the Business Manager regarding problems identified, and improvements needed.
7. Assists the business office staff at any level, as needed, in carrying out the processes required to close accounting records for each contract or grant, each fiscal period.
8. Assists the Director of Finance with other projects, research, and analysis as needed.
10. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
11. Performs other duties as may be assigned by the supervisor.

SPECIAL CONDITIONS: Position subject by law to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

Revised 3/7/2016

CERTIFICATION:

“I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate.”

_____ Employee	_____ Date
_____ Supervisor	_____ Date