

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB01622626
POSITION NO: 256260
POSITION TITLE: _____

DATE POSTED: 01/13/22
CLOSING DATE: 02/03/2022 by 5 PM

Senior Budget Analyst

DEPARTMENT NAME / WORKSITE: Office of Management and Budget, Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Review and analyze Navajo Nation program budget documents and budget revision requests for completeness, accuracy, and compliance. Enter and/or retrieve budgets and accounting data in the computer systems and the FMIS. Develop detailed narrative explanation of changes, forecasts of revenue/expenditure projections. Perform comprehensive analysis of tribal projects, prepare reports and review financial documents that are to be processed. Resolve complaints, address budget and fiscal issues, and provide advice on budget, finance, and related matters. Assist in formulation and development of Navajo Nation budget procedures and policies. Review and analyze financial reports. Assist key officials and programs in developing the annual Navajo Nation budget for use by the appropriate decision-makers, i.e., oversight committees, the Office of the President and Vice-President, and the Navajo Nation Council.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Business Administration, Financial Management, Accounting, or Public Administration or a closely related field; and two (2) years of progressive responsible work experience involving financial and budgeting systems, accounting, and fiscal policy and analysis or closely related area.

-OR-

- An Associate's Degree or two (2) years (60 credits) toward a Bachelor's degree in Business Administration, Public Administration, Finance, Accounting, Political Science or Government; and six (6) years of experience in bookkeeping, general accounting or closely related to budgeting and data processing.

Special Requirements:

- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Special Requirements: Familiar with the Navajo Nation annual budget development and oversight committee budget protocols. Also be familiar with Navajo Nation legislative and economic issues and a good understanding of Navajo Nation governmental structure. Outstanding communication, effective working relationships with others, etc. Possess a Valid state driver's license. Other training certificates applicable to the job. FMIS Certified. Outstanding analytical skills, e.g., financial and budget; excellent written and verbal communication skills. Computer literate. Exhibits a personality which promotes professional working relationships and possess multitasking skills.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.