

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR02317375  
POSITION NO: 244378  
POSITION TITLE: Energy Financial Analyst

DATE POSTED: 03/19/19  
CLOSING DATE: 04/15/19

DEPARTMENT NAME / WORKSITE: Division of Natural Resources / Energy Office / Window Rock, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR66A  
WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ \*\*DOE PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ \*\*DOE PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_ (\$49,192.00 - \$57,054.40)

**DUTIES AND RESPONSIBILITIES:**

Financial analysis, data analytics and modelling. Provides financial and other analytical support to the Energy Office in developing and implementing strategic sustainable energy development and energy initiatives. Provides financial and other analytical support to the Division of Economic Development. Conducts financial analysis with respect to accounting, financial and economic data relating to energy development and economic growth opportunities. Conducts data analysis for strategic planning and assessment. Identifies financial status by comparing and analyzing actual results with plans and forecasts, identifying variances and identifying trends. Designs and conducts advanced analytics and reports to support data driven decision making and development of best practices for the organization. Builds and maintains financial models for energy proposals and economic development with respect to feasibility, scenario analysis, cash flows and capital structures to support decision making. Runs sensitivities and scenarios based on capacity, costs, revenue, regulations and other factors. Models equity and debt to optimize capital structure. Responsible for Market research, data mining, business intelligence on energy and economic development: Conducts external research to support strategic energy planning and decision-making including market research, data mining, business intelligence and valuation comps. Financial and business management reporting, research reports, status reports: Creates and maintains databases of relevant research data, financial reporting and operating data related to energy investment and development. Administration activities: Assists with budget and performance reporting processes. Assists in project management related to Energy Office strategic initiatives. Supports ad hoc activities as required

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelor's of Science degree in Business, Economics, Finance, Engineering or a closely related field; and four (4) years experience coin investment research and/or financial analysis and/or project development obtained from employment in the fields of investment management, corporate finance, investment banking, equity investing, or comparable business or professional related to the energy sector and economic development.

**Special Requirements:**

- Possess a valid state driver's license.
- 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:**

- Experience in financial analysis and modeling of energy and economic development proposals.
- Proficiency with Microsoft Excel, PowerPoint and Word.
- Skilled including modeling, forecasting, financial analysis, data analytics, accounting and financial statement analysis, data mining and online market search.

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