

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

REQUISITION NO: <u>DCD13920977</u>	DATE POSTED: <u>04/28/21</u>
POSITION NO: <u>243214</u>	CLOSING DATE: <u>05/11/2021 by 5pm</u>
POSITION TITLE: <u>Administrative Services Officer</u>	
DEPARTMENT NAME / WORKSITE: <u>DCD/Administrative Service Center - Tuba City, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BJ64A</u>
	\$ <u>43,910.64</u> PER ANNUM
	\$ <u>21.03</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Provides financial technical assistance to Chapters with developing and finalizing the annual operating and supplemental budgets for funds appropriated by the Navajo Nation Council. Reviews budget submissions from chapters, checks for completeness and accuracy of all forms; monitors budgets throughout all phases using the DCD WIND financial management system to assure budget data is entered correctly. Monitors expenditures and account balances to ensure accuracy, transparency, and accountability, including use of the Chapter Fund Balances tool on the DCD WIND system to track monthly balances. Attends budget meetings, hearings, conferences and reviews budget requests. Prepares standard budget reports reflecting forecasts and projections and interrelationships of budgeting data; researches and provides general information, interpretation of budget policies/procedures and technical assistance to assigned programs in budget proposal development; performs a wide range of standard budgetary and advisory functions pertaining to assigned fund area. Provides technical assistance to chapters by establishing bookkeeping methods. Informs program supervisors of budget issues, financial problems and recommends proper budgetary controls.

Provides guidance in developing the Chapters Five Management System Policies and Procedures (Fiscal, Procurement, Property, Policies, Records and Personnel Policies.)

Monitors progress of Chapters on their Corrective Action Plan and provides technical assistance or resolve findings and comply with the Chapters Five Management System Policies and Procedures.

Conducts on site monitoring of Chapters by utilizing monitoring tools to assure that funds are appropriated are in compliance with the Budget Instructions and Policies Manual and budget resolutions

Provide clarification and interpatient on the fiscal policies for operations such as the travel policy, Business Opportunity Act, Procurement Code, respective Chapter FMS Policies, Title 26, Budget Instructions Manual, Generally Accepted Accounting Principles (GAAP), computerized accounting system and applications (FMIS, WIND, MIP, etc.,) and other pertinent laws regarding fiscal matters

Provides training on: 1) WIND budget and fund balance application 2) MIP Accounting System 3) Annual Budget and Work Session on Filing in the budget in the WIND System.

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

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or Government or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience.

**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:**

Knowledge and experience in successful program management involving projects with timelines and funding conditions; Job requires comprehending the Navajo Nation government and legislation, applicable rules and regulations; i.e., Appropriations Act. Also, the ability to work with numbers, analyze and make appropriate decisions to budgetary matters. Requires coordinating communication between the chapter officials, chapter administration, ASC, and stakeholders to ensure program compliance, meeting deadlines/project schedules, and goals and objectives, all while enforcing the approved guidelines and policies for the Navajo Nation government to ensure a balanced budget.

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