

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

REQUISITION NO:	<u>DCD13915358</u>	DATE POSTED:	<u>05/08/18</u>		
POSITION NO:	<u>243214</u>	CLOSING DATE:	<u>05/22/18</u>		
POSITION TITLE:	<u>Administrative Services Officer</u>				
DEPARTMENT NAME / WORKSITE:	<u>DCD / Administrative Services Center / Tuba City, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AI64A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 41,017.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 19.72</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**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 Balance 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, accounts or department and assures operations are carried out in accordance with established budget policies and objectives.

Provides technical assistance to chapters by establishing bookkeeping systems, resolving accounting problems, performs detailed /complex accounting and advisory functions, reviews expenditure reports for accuracy and compliance with applicable policies and laws. Monitors Chapter MIP balance sheets and bookkeeping methods. Informs program supervisors of budget issues, financial problems, and recommends proper budgetary controls.

Provide 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 to 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 appropriated are in compliance with the Budget Instructions and Policies Manual and budget resolutions.

Provide clarification and interpretation 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, and 3) Annual Budget and work session on filling in the budget in the WIND system.

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

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management 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

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