

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03524102

DATE POSTED: 06/23/22

POSITION NO: 944716

CLOSING DATE: 07/21/2022 by 5pm

POSITION TITLE: Senior Budget Analyst

DEPARTMENT NAME / WORKSITE: Navajo Nation Food Distribution Program in Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ65A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 23.62 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in support of the fiscal management, control and analysis of resources or funds of the Navajo Nation Government; work supports the preparation and administration of capital and operating budgets; perform related work as assigned. Evaluated base budget request, recommends budget allowances, and develops detailed narrative explanations of changes; prepares budget summary schedules compiles forecasts of overall revenue/expenditure projections for overall tribal government budgeting; compiles and produces costs summaries for presentation to higher executive and legislative branch reviews; performs a comprehensive analysis of special projects and prepares reports as requests; interprets and implements new budgeting standards. Determine compliance with appropriations process for proposed supplementary funding; answers inquires, resolves complaints, and advises organizational units on budget policies and procedures; provides general information, interpretation of budget policies and procedures and technical assistance to assigned programs in budget proposal development; serves on various budget committees/task forces.

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 credit hours) 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 work closely related to budgeting and data processing.

Special Requirements:

(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 of public or government budget process involving methods and practices of public finance, budgeting and accounting. Knowledge of legislative and economic issues affecting the Navajo Nation. Knowledge of computer databases and spreadsheet files. Skill in communicating effectively orally and in writing. Skill in operating and developing computer databases and spreadsheet files. Skill in analyzing financial systems, procedures, and controls. Skill in applying judgment in the release of confidential information.

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