

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB01621483

DATE POSTED: 08/03/21

POSITION NO: 259030

CLOSING DATE: Open Until Filled

POSITION TITLE: Budget Officer

DEPARTMENT NAME / WORKSITE: Office of Management and Budget, Window Rock (Navajo Nation), AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ68A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 61,637.76 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 29.52 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Supervise the Budget Section and staff. Plans, organizes, and implements Navajo Nation budget activities; annual, supplemental, and other funds. Prepares Budget Section reports and summaries on budget proposals, expenditures, and related information. Prepares budget policies and procedures, rules and regulations, on budgeting. Reviews, analyzes, and prepares information on budget proposals and legislation for consideration of elected leaders and Divisions. Provides technical assistance to Divisions, Branches and programs on budget matters.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Finance, Accounting, Business Administration or closely related field; and seven (7) years of progressively responsible administrative, management and supervisory experience, involving the control and management of public resources of funds; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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:

Willingness to work extended hours during periods of intense budget development. Knowledge of general governmental budget and Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to bud; accounting, purchasing, grants and risk management.

Knowledge of methods and practices of public finance, budgeting and accounting.

Knowledge in supervisory methods and techniques.

Skills in communicating effectively both orally and in writing. Depending upon the needs of the Nation, the position holder may be re to demonstrate fluency in both the English and Navajo languages.

Skills in operating and developing computer databases and spreadsheet files.

Skills 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.