

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB0169070

DATE POSTED: 08/11/14

POSITION NO: 251109

CLOSING DATE: 08/25/14

POSITION TITLE: Senior Budget Analyst

DEPARTMENT NAME / WORKSITE: Office of Management and Budget/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: Y65A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 42,764.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 20.56 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Review and analyze Navajo Nation programs' budget documents and budget revision documents for completeness, accuracy, compliance and recommend further action (or processing). Enter and/or retrieve budgets and accounting data in computerized systems and the FMIS. Resolve complaints, address budget and fiscal issues and provide advice on budget and finance and related matters. Assist in formulation and development of Navajo Nation budget procedures and policies. Assist key officials and programs in developing the annual Navajo Nation budget. Review and analyze financial reports for use by appropriate decision-makers, i.e., oversight committees, Office of the President and Vice-President, and the Navajo Nation Council.

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.

Preferred Qualifications:

- A Master's degree in Business Administration, Financial Management, Accounting or Public Administration or a closely related field.
- Proficient in computer data base applications and Microsoft Office software applications.
- FMIS Certification.
- Two (2) years of experience in budget development and/or accounting in a public or government organization.

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:

Two or more years of budget preparation/administration. Familiar with the Navajo Nation annual budget development and oversight committees' budget protocol. Familiar with Navajo Nation legislative and economic issues and a good understanding of Navajo Nation governmental structure. Outstanding communications, effective working relationships with others, etc. Valid state driver's license. Other training certificates applicable to the job. FMIS certified. Outstanding analytical skills, e.g., financial and budget; excellent written and oral communication skills. Computer literate. Exhibits personality which promotes professional working relationships. Multitask skills.

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