

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB01618597

DATE POSTED: 09/09/19

POSITION NO: 256260

CLOSING DATE: 09/20/2019 5:00pm

POSITION TITLE: Senior Budget Analyst

DEPARTMENT NAME / WORKSITE: Office of Management and Budget - Budget Section / Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR65A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 45,385.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.82 PER HOUR

NON-SENSITIVE 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. Develop detailed narrative explanation of changes, forecasts of revenue/expenditure projections. Perform comprehensive analysis of tribal projects and prepare reports. 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.

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.

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:

- 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:

Outstanding analytical skills, e.g., financial and Budget; excellent written and verbal communication skills. Computer literate. Exhibits personality which promotes professional working relationships. Has multitask skills.

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