THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02816164 | DATE POSTED: 09/11/18

POSITION NO: 244027 | CLOSING DATE: 11/30/18

POSITION TITLE: Investment Manager

DEPARTMENT NAME / WORKSITE: Office of the Controller - Window Rock, AZ

WORK DAYS: Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AR71A

WORK HOURS: 8am-5pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 75,732.80 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | DURATION : | $ 36.41 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Plan, supervise and coordinate the dealing of a accounting recording, maintaining and providing of governmental accounting data related to Navajo Nation fiscal operations; Supervise Investment Section and monitor all Navajo Nation internal and external investments. Monitor financial conditions of selected institutions, analyze current position of investment portfolio and analyze ratio. Interact with Navajo Nation investment managers, custodian, consultants, banks, legal counsel, & the controller. Coordinate the Navajo Nation Investment Committee meetings (dates, agenda, presentations, minutes, appointments with presenters). on quarterly bases. Work with NNIC on investments issues per each meetings. Manage investment staff to maintain accurate internal ledgers, reporting, reconciled periodically the bank statements generated by Wells Fargo, Custodian, and etc. Participates in routine organizational and procedural analysis; performs special projects; serves as departmental coordinator or related committees and task forces; maybe delegated in the absence of the Controller. Coordinate annual Permanent Fund budget with the Controller, and attend budget hearing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Finance, Accounting, Business Administration, or closely related fields; and six (6) years of management work experience involving financial and accounting systems, budgets and fiscal policy analysis and information system; four (4) years of which must have been in a supervisory capacity.

Special Requirements:

- Licensed Certified Investment Management Analyst (CIMA), Certified Financial Planner (CEP) or successful completion of a Chartered Financial Analyst (CFA) Level 1 while maintaining a CFA Candidate status.
- A favorable background check.
- 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:

Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of Investment Portfolio Theory.
Knowledge of typical investment products and terminology (e.g. investment funds, active/passive management, asset classes. etc.).
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, budgeting and accounting.
Knowledge of modern office procedures and practices used in accounting transactions, including record keeping and data security methods and techniques.
Knowledge of supervisory methods and practices.
Skill in developing computer databases and spreadsheet files.
Skill in analyzing financial systems, procedures and controls.
Skill in preparing detailed and complex numerical computation and reports.
Skill in applying judgment in the release of confidential information.
Skill in supervising and managing subordinated staff.
Must speak and understand some Navajo language to interact with council delegates.

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