THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02821881 | DATE POSTED: 10/05/21

POSITION NO: 244470 | CLOSING DATE: 10/18/2021 by 5pm

POSITION TITLE: Financial Analyst

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

WORK DAYS: Monday - Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BQ68A

WORK HOURS: 8 am - 5 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 63,496.08 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | $ 30.41 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Analyzes and interprets the Navajo Nation governmental fiduciary, proprietary and special revenue fund balance sheets, income statements and cash flow statements; conducts cost benefit analysis, capital budgeting, cash flow analysis, risk assessments, valuations and relevant analysis needed to make prudent, ethical and economical business decisions; assesses business proposals the Nation is considering and determines if the proposal is economically viable for the Nation to pursue and if the proposal identifies with the goals and objectives of the Executive, Legislative and Judicial Branches. Generates financial reports for the Controller, Investment Manager, Accounting Managers and leadership for review; co-generates quarterly accounting and performance reports to the Investment Committee on the status and ongoing performance of the Nation's Master Trust and Retirement portfolios. Reviews the Nation Investment Manager's reports; interprets performance metrics, monitors the Nation's general, grant and applicable fund cash balances to ensure optimal liquidity is met to meet operational expenses; advises on all fiscal matters being considered by the Controller, Investment Manager, Accounting Managers and leadership; monitors and analyzes Master Trust and Retirement portfolios for compliance with the Master Investment policy and its respective benchmark and reports to the Investment Committee. Creates financial models such as Three Statement Models, Consolidation Models, Budget Models, Forecasting Models as needed to the Investment Manager and the Controller.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

•A Bachelor's degree in Finance, Economics or closely related field; and three (3) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- CFA Candidate status (pursuing CFA designation).
- 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:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of accounting principles and internal controls. Knowledge of procedural controls and data validation techniques. Knowledge and understanding of enterprise resource planning (ERP) systems and related technologies. Skill in strategic and critical thinking. Skill in analytical and financial modeling. Skill in organizational and project management. Skill in developing computer databases and spreadsheet files. Skill in analyzing financial systems, procedures and controls. Skill in written and verbal communication. Skill in establishing and maintaining effective working relationships. Ability to conduct research, data analysis and resolve complex problems. Ability to multitask and meet deadlines.

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