

**THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>          OOC02822030          </u>	DATE POSTED:	<u>          10/26/21          </u>
POSITION NO:	<u>          244027          </u>	CLOSING DATE:	<u>          Open Until Filled          </u>
POSITION TITLE:	<u>  Investment Manager  </u>		
DEPARTMENT NAME / WORKSITE:	<u>  Office of the Controller Investment Section/Window Rock, AZ  </u>		

WORK DAYS:	<u>          Monday - Friday          </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>          BQ71A          </u>
WORK HOURS:	<u>          8 am - 5 pm          </u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>  \$ 82,267.20          </u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>  \$ 39.40          </u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>	<u>  </u>	

**DUTIES AND RESPONSIBILITIES:**

Manages and monitors all investment activities of the Navajo Nation investment portfolios including Master Trust, Retirement Funds and in-house investment for the Navajo Nation programs fiduciary trust fund; prepares and presents investment proposals and periodic reports to the Investment Committee and the Budget and Finance Committee; evaluates and advises on the impact of the long range planning, introduction of new programs, strategies and regulatory actions; provides strategic input and leadership on decision making issues affecting the Navajo Nation i.e., evaluation of potential alliances and acquisitions, evaluation of defined benefits and investments, etc. Identifies funding opportunities for long term sustainability of the Navajo Nation. Coordinates the formulation and execution of broad policy and immediate technical supervision of overall accounting functions; engages in benchmarking studies to establish areas of potential operational improvements; performs appropriate due diligence to substantiate the long-term value of investments and confirms that investments are consistent with the Nation investment guidelines; develops appropriate ongoing investment management strategies; safeguards all cash and short-term investment accounts. Plans, assigns, supervises and coordinates the activities of a central accounting unit responsible for the Navajo Nation fiscal operations; supervises professional accounting staff, personnel issues and staff development/training; provides for adequate cash requirements while maintaining balances in interest generating accounts as balances allow; identifies potential global investment opportunities and generates investment research, acquisition analysis, feasibility studies and due diligence reports; reviews and presents financial reports related to investments; meets and interacts with Investment Managers, external consultants, banks and legal counsel; attends a variety of meetings relating to financial issues for the Controller when required; coordinates annual investment audits and implements corrective actions as needed; coordinates annual permanent trust fund budget with the Controller; attends budget meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- Licensed Certified Investment Management Analyst (CIMA), Certified Financial Planner (CFP) 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 general governmental accounting and financial administration principles and practices including automated accounting systems, Investment Portfolio Theory, typical investment products and terminology (e.g. investment funds, active/passive management, asset classes, etc.), Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, budgeting and accounting, modern office procedures and practices used in accounting transactions, including record keeping and data security methods and techniques and supervisory methods and practices.

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