THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC06916523 | DATE POSTED: 10/30/18

POSITION NO: 203089 | CLOSING DATE: 11/13/18

POSITION TITLE: **Credit Manager**

DEPARTMENT NAME / WORKSITE: Office of the Controller / Credit Services Department / Window Rock, AZ

WORK DAYS: Mon - Fri | REGULAR FULL TIME: ☑ | GRADE/STEP: AR66A

WORK HOURS: 8am - 5pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 49,192.00 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ DURATION : | $ 23.65 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under the administrative directions of the Controller; Plans, organizes, directs, coordinates and controls, establishes and enforces departmental policies and procedures for the Home and Personal Loan Programs. Serves as the primary fiduciary agent of the department. Maintains the integrity of the assets and safeguard the loan accounts in accordance with all applicable Navajo Nation Laws and Operating Policies and Guidelines as approved by the Budget and Finance Committee of the Navajo Nation Council. Reviews, analyzes and concur summarized eligibility, creditworthiness and repayment ability of individuals who applied for mortgage and personal loans recommended for approval by the loan officers. Review and recommend for charge-offs and write-offs on loan accounts to Budget and Finance Committee. Ensure timely and accurate monthly closeouts and reconciliation reports are prepared and submitted to the General Accounting Section on a monthly basis. Oversees foreclosure proceedings; testifies at legal proceedings; responds to public and internal inquires/complaints and provides information; prepares and monitors annual budget and expenditures; researches information and prepares required reports, recommendations and other documents; attends meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Business Administration or related field; and five (5) years of experience processing commercial, real estate and/or consumer credit loans, two (2) years of w which must have been in a supervisory capacity; or an equivalent combination of education and experience.

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:

Considerable knowledge of accounting or auditing principles, knowledge of credit management ability to analyze financial statements, ability to meet, deal and communicate with a variety of individuals; ability to accomplish tasks with minimum supervision. Knowledge of banking accounting policies, procedures and terminology and auditing; ability to meet, attend and communicate with a variety of individuals and Departments. Knowledge of real estate market, construction and realty law. Knowledge of applicable laws, regulations, policies and procedures governing commercial/consumer loans. Depending upon the needs of the Navajo Nation, some incumbents of the class maybe required to demonstrate in both English and the Navajo Languages as a condition of employment.

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