

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03514669
POSITION NO: 944716
POSITION TITLE: _____

DATE POSTED: 11/17/17
CLOSING DATE: OUF

Senior Budget Analyst

DEPARTMENT NAME / WORKSITE: DOH / Food Distribution Program / Window Rock, AZ
WORK DAYS: MON-FRI REGULAR FULL TIME: GRADE/STEP: AI65A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,720.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 21.50 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Evaluates base budget request, recommends budget allowance, develops detailed narrative of changes; prepares budget summary; complies overall revenue/expenditure projections; implements new budgeting standards; prepares budget summary and budget transfer; working with external and Navajo Nation funds.

Ability to interpret budget policies, technical assistance to program in budget proposal development; complies and produces costs summaries for presentation to higher executive and legislative branch's preparation of budget reports; knowledge of budgeting and accounting practices; ability to analyze financial systems and procedures.

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 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:

- Possess a valid state drivers 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 computer Excel and Microsoft programs; skill developing spreadsheets; skill in communicating effectively orally and in writing; knowledge of budget process, finance, budgeting and accounting; knowledge in preparation with contracts; knowledge of working with External and Navajo Nation funding applying budgeting process.

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