

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

REQUISITION NO: DOH03510984

DATE POSTED: 11/02/15

POSITION NO: 944716

CLOSING DATE: 11/16/15

POSITION TITLE: SENIOR BUDGET ANALYST

DEPARTMENT NAME / WORKSITE: DOH/NAVAJO NATION FOOD DISTRIBUTION PROGRAM / WINDOW ROCK, ARIZONA

WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: AB65A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,054.40 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.18 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;

Ability to interpret budget policies and procedures and technical assistance to program in budget proposal development; knowledge of budgeting and accounting practices; ability to analyze financial systems and procedures

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

**Minimum Qualifications:**

- A Bachelors degree in Business Administration, financial management, accounting or closely related field and (2) years of progressive work experience in financial and budgeting system, accounting and fiscal policy or closely related area.

**Preferred Qualifications:**

- Masters degree in business administration, financial management, accounting or public administration or a closely related field; proficient in computer data base application and Microsoft office software; FMIS certification; (2) years of experience in budget development and/or accounting

**Special Requirements:**

Possess a valid state driver 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 in operating and developing computer databases and spreadsheet files; skill in analyzing financial systems, procedures and control; skill in communicating effectively oral and in writing; knowledge of budget process, finance and budgeting and accounting

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