

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

Requisition No: OMB0164306  
POSITION NO: 242493  
CLASS CODE: 1683

Date Posted: 11/21/11  
Closing Date: 12/06/11

POSITION TITLE: Budget Analyst  
DEPARTMENT NAME: Office of Management and Budget  
DEPARTMENT NO: 16 WORKSITE LOCATION: Administration Building #1, Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A  
Days: MON - FRI Permanent:   
Hours: 8:00 am - 5:00 pm Temporary:  Duration: \_\_\_\_\_ \$ \$38,084.80 Per Annum\*  
Part-Time:  No. of Hrs/Wk: 40 \$ \$18.31 Per Hour  

*Position is budgeted/approved for 11 months in FY 12: 11/1/11 to 09/21/12.
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**DUTIES AND RESPONSIBILITIES:**

Review and analyze Navajo Nation programs' budget documents and budget revision documents for completeness, accuracy, compliance and recommend further action (or processing). Enter (or retrieve) budget and accounting data into appropriate computer software. Resolve complaints and provide technical advise on budget and finance and related matters. Assist in formulation and development of Navajo Nation (NN) budget policies and procedures. Assist in the annual NN budget development. Review and analyze financial reports for use by appropriate decision-makers, i.e., oversight committees, Office of the President and Vice-President, and the Navajo Nation Council.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration, Financial Management, Accounting or Public Administration, or closely related field. (Budget preparation and analysis, financial Management Information System (FMIS) and Human Resource Information System (HRIS), these are JDEdwards/PeopleSoft Financial software) ***(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates, etc.)***

**Experience:**

One (1) year of experience in areas of budget and financial analysis or procedures, or an equivalent combination or education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Exercise sound judgment in review of proposed budgets; maintain professional working relationship with assigned programs; knowledge of legislative and economic issues affecting the Navajo Nation; strong presentation, writing, and interpersonal skills preferred. Computer literate.

**License/Certification Requirements:**

Must possess a valid state driver's license and obtain a NN Operators Permit within 90days of employment. Any training certificates applicable to the job.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**  
*Revised: 1-15-99*