

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0035052

Date Posted: 12/27/11

POSITION NO: 211804

Closing Date: OUF

CLASS CODE: 1002

POSITION TITLE: Legislative Financial Advisor

DEPARTMENT NAME: Office of the Speaker, Legislative Branch

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8 a.m. to 5 p.m.

Temporary:

Duration: _____ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Oversees the financial management activities and operations; develops and implements financial administration systems, policies and procedures and ensures compliance with accounting practices, laws, regulations and policies of the Navajo Nation; develops, initiates and directs the general accounting programs; maintains internal control of all financial processes and documents; develops and coordinates the budgeting process, reviews budget justifications, ensures that personnel positions are properly budgeted; provides guidance and assistance to programs on performance based on budgeting including annual performance measures, outputs and outcomes.

Reviews, advises and makes recommendations to Navajo Nation Council Delegates on fiscal policies, Navajo Nation policies and procedures, revenues and expenditures of funds, status expenditures, and various audit and financial reports; conducts and provides research, statistical analysis and data reports to officials as requested; coordinates, prepares and reports financial matters of the Legislative Branch. Provides technical assistance to various departments, entities and/or enterprises of the Navajo Nations, federal, state and local government entities, relating to appropriations of the Legislative Branch and/or the overall Navajo Nation; drafts resolutions for approval relating to reallocation of funds, shortfalls, and immediate funds; advises on accounting policies and procedures, trains and evaluates assigned staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Finance, Accounting, Business Administration with an accounting concentration or closely related field; and

Experience:

six (6) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Skill in analyzing financial systems, procedures and controls, budget and revenues in the FMIS system.

License/Certification Requirements:

FMIS Certification, valid state driver's license, Navajo Nation Vehicle Operator's Permit, ***preferred***.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99