

LEGISLATIVE FINANCIAL ADVISOR

DEFINITION: Under administrative direction, performs work of considerable difficulty directing the financial management and administration of the Legislative Branch of the Navajo Nation, requiring the application of financial technical, legislative knowledge and the exercise of initiative, independent judgement and decision making; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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 budgeting including annual performance measures, outputs and outcomes.

Reviews, advises and makes recommendations to Navajo Nation officials on fiscal policies, Navajo Nation policies and procedures, revenues and expenditures of funds, status of expenditures, and various audit and financial reports; conducts and provides research, statistical analysis and data reports to officials as requested; coordinates, prepares and reports on financial matters of the Legislative Branch.

Provides technical assistance to various departments, entities and/or enterprises of the Navajo Nation, 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 need for funds; advises on accounting policies and procedures; trains and evaluates assigned staff; performs special projects.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of auditing, budget preparation, reporting systems, program analysis, performance measures, and revenue forecasting.

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.

Knowledge of general principles of supervision and modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Skill in developing and analyzing financial systems, procedures and controls, budgets and revenue forecasts.

Skill in operating and developing computer databases and spreadsheets.

Skill in performing detailed and complex numerical computations and reports.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and counsel to tribal and other governmental officials.

Skill in applying judgment in the release of confidential information.

THE NAVAJO NATION

Class Code: 1002
Legislative Series
Legislative Management Group
Overtime Code: Exempt
Pay Grade: 68

LEGISLATIVE FINANCIAL ADVISOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Finance, Accounting, Business Administration with an accounting concentration or closely related field; and 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 the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.