

CHIEF FINANCIAL OFFICER

DEFINITION: Under administrative direction, performs work of unusual difficulty with responsibility in managing a major department engaged in overseeing and controlling multiple funds earmarked to advance, encourage and improve commercial and industrial development on the Navajo Reservation; additional major responsibilities include, assisting Division Director with the administration, management and direction of the overall division; 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 administration of the business lending program for individuals, private corporations and Tribal enterprises; sets department goals and objectives within the context of division policies; develops operating policies for improving and strengthening the Nation's economic and industrial position; encourages economic development on the Navajo reservation by influencing the Nation's lending program.

Identifies and establishes alternative public and private investment entities to finance small and large projects; establishes partnership with banking institutions for loan guarantees and other financial matters; approves and recommends to the Navajo Nation Council the financing of major industrial, tourism and business projects; develops and implements internal control mechanisms and procedures to maintain accountability of funds; prepares complex financial statements and reports.

Assures operating capability of present and potential corporate contractors are sound; assures loans are in compliance with policies, regulations and individual loan plans; determines advance payments or other interim financing for businesses desiring capital assistance; protects interest of the Navajo Nation by assuring preliminary examination of financial and economic soundness of corporate businesses meet regulatory standards and compliance; formulates policies and procedures for collection to maintain accountability of funds; prepares complex financial statements and reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of organizational management and planning, program evaluation, budgeting, and pertinent practices of public finance.

Knowledge of business operations and practices applied in corporate business organizations.

Knowledge of provisions applied in advancing loans and approving credit to promote economic development on the Navajo reservation.

Knowledge of business accounting and financial administration practices.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to the principles and techniques of fiscal analysis and revenue projections.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation regulatory guidelines.

Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheet and word processing systems.

THE NAVAJO NATION

Class Code: 1515
Financial Management and Control Series
Financial Support Group
Overtime Code: Exempt
Pay Grade: 70

CHIEF FINANCIAL OFFICER

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

MINIMUM QUALIFICATIONS: A Master's degree in Accounting, Finance or Business Administration or Certified Public Accountant; and eight (8) years experience in financial administration and budget analysis; OR a Bachelor's degree in Accounting, Finance, Business Administration; and ten (10) years experience in financial administration and budget policy analysis.

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.