

SENIOR BUDGET ANALYST

DEFINITION: Under general direction, performs work of moderate difficulty in support of the fiscal management, control and analysis of resources or funds of the Navajo Nation government; work supports the preparation and administration of capital and operating budgets; 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:

Evaluates base budget requests, recommends budget allowances, and develops detailed narrative explanations of changes; prepares budget summary schedules; compiles forecasts of overall revenue/expenditure projections for overall tribal government budgeting; compiles and produces cost summaries for presentation to higher executive and legislative branch reviews; performs a comprehensive analysis of special projects and prepares reports as requested; interprets and implements new budgeting standards.

Determines compliance with appropriations process for proposed supplementary funding; answers inquires, resolves complaints, and advises organizational units on budget policies and procedures; provides general information, interpretation of budget policies and procedures and technical assistance to assigned programs in budget proposal development; serves on various budget committees/task forces.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public or government budget process involving methods and practices of public finance, budgeting and accounting.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Knowledge of computer databases and spreadsheet files.

Skill in communicating effectively orally and in writing.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing financial systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration, Financial Management, Accounting or Public Administration or a closely related field; and two (2) years of progressive responsible work experience involving financial and budgeting systems, accounting and fiscal policy and analysis or closely related area.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business Administration, Financial Management, Accounting or Public Administration or a closely related field.
- Proficient in computer data base applications and Microsoft Office software applications.
- FMIS Certification.
- Two (2) years of experience in budget development and/or accounting in a public or government organization.

THE NAVAJO NATION

Class Code: 1682
Financial Management and Control Series
Budget Analysis Group
Overtime Code: Exempt
Pay Grade: 65

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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.