

BUDGET ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty in the support of the fiscal management, control and analysis of clearly defined funds of the Navajo Nation government; the work provides the basis for research, preparation and administration of various designated and/or appropriated 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:

Provides technical assistance in the planning, development and implementation of budget procedures and proposals; reviews budget submittals from various departments, checks for completeness and accuracy of all forms; informs budget staff regarding budget problems and works with them in the installation, maintenance, and review of proper budgetary controls; attends budget meetings, hearings, conferences and reviews budget requests.

Prepares standard budget reports reflecting forecasts and projections and interrelationships of budgeting data; researches and provides general information, interpretation of budget policies/procedures and technical assistance to assigned programs in budget proposal development; produces cost summaries for presentation; serves on various budget committees/task forces.

Performs a wide range of standard budgetary and advisory functions pertaining to assigned fund area, accounts or department and assures operations are carried out in accordance with established budget policies and objectives; identifies data and points out trends or deviations from standards.

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 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, Finance, Accounting or Public Administration; and one (1) year of responsible work experience involving financial and budgeting systems, accounting and fiscal policy and analysis or closely related area.

PREFERRED QUALIFICATIONS:

- One (1) year of responsible work experience involving financial and budgeting systems, accounting and fiscal policy and analysis or closely related area.
- Proficient in Microsoft software and other computer applications.

THE NAVAJO NATION

Class Code: 1683
Financial Management and Control Series
Budget Analysis Group
Overtime Code: Exempt
Pay Grade: 64

BUDGET ANALYST

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.