

SENIOR MANAGEMENT ANALYST

DEFINITION: Under general supervision, performs broad and extensive management analysis studies of new and existing program activities that are complicated by legislated actions, changes and/or decisions; provides line management with program information to objectively make decisions on administrative and programmatic operations; 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:

Conducts complex organizational and procedural analysis; evaluates recommended organizational changes and reports on the merit of the recommendations; conducts financial studies to determine the availability of resources for funding current or new programs; designs, develops, and provides technical assistance in establishing and implementing recommendations.

Performs a comprehensive analysis of special projects and prepares reports as requested; interprets and implements new budgeting, organizational, or administrative standards; determines compliance with appropriations processes and recommends alternatives for improving business/operational standards; answers inquires, resolves complaints, and advises organizational units on administrative/organizational policies and procedures.

Advises departments and divisions on budget problems, policies, and procedures and assists them in the maintenance of property and budgetary controls; provides planning, conducting feasibility studies/assessments, proposal writing, research and technical support services; assists with the study of the interflow of data collection/control systems and devise/implements a compatible system to improve administrative workflow.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of advance management and organizational practices with a comprehensive knowledge of planning, programming, and budgeting.

Knowledge of organizational relationships.

Knowledge of Generally Accepted Accounting Principles.

Knowledge of Budgetary and Appropriations Methodologies.

Knowledge of best business practices regarding efficiency and effectiveness.

Knowledge of analytical and evaluative methods and practices as applied within the public sector.

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 management, financial, human resources, and other operational systems, procedures, and controls.

Skill in using analytical and evaluative judgment.

Skill in preparing and delivering briefings to managers on study findings and recommendations.

Skill in fact finding and investigating discrepancies.

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

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MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public or Business Administration, Accounting, Government Management or closely related area; and four (4) years of progressive responsible work experience in public administration, research, and finance.

PREFERRED QUALIFICATIONS:

- Three (3) years of progressively responsible accounting and research experience.
- FMIS Certification.
- Proficient in Microsoft Office software or other computer applications.

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.