

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 209522 Date Posted: June 21, 2024
 CLASS CODE: 9118 Closing Date: **Open Until Filled**
 POSITION TITLE: **Financial Services Director**
 DEPARTMENT NAME: Administrative Director of the Courts
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$85,712.40-\$96,486.48
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$41.05-\$46.21
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CL70A – CL70E

DUTIES AND RESPONSIBILITIES

The Under the direction of the Administrative Director of the Courts, performs professional and managerial work related to supervision and oversight of all aspects of the financial, procurement, and budget functions of the Judicial Branch ensuring accuracy and completeness of data. Manages and oversees the Judicial Branch's financial support systems and services, develops and justifies budget requirements, executes approved budgets, analyzes financial data to forecast Judicial Branch fiscal needs, ensures proper maintenance of all court and program accounting records, oversees the performance of day-to-day management issues and financial projects, and develops and implements policies and procedures, and programs for compliance with appropriate statutory, rules, guidelines, policies and approved internal controls including procurement, financial, and budget management consistent with Navajo Nation laws, policies and procedures and Judicial Branch policies and procedures.

Fiscal: Manage and oversee day-to-day procurement, budget, and accounting operations of the Judicial Branch including court revenue and trust accounts. Assist the Administrative Director of the Courts with the preparation of written budget justifications and the supplemental request. Monitor JustWare activity to ensure compliance with judicial orders for the transfer of funds to and from court bank accounts to Navajo Nation Office of the Controller. Assist in the development of the annual comprehensive spending plan in conjunction with court administrators, managers and program staff. Monitor and track obligations and expenditures throughout the execution phase of the annual operating budget. Prepare, review, and when necessary, submit all procurement, financial, and budget reports required to the appropriate office in a consistent and timely manner. Oversee the maintenance of a budget plan that documents procedures relating to the management, planning, formulation, and execution of the budget. Assist in planning, directing and coordinating the activities related to budget development and administration, fiscal and trust accounting, revenue collections, purchasing, capital planning, banking, facilities management, grant administration, contract administration, and other related administrative support operations. Direct the development of the annual court and program budgets, prepare quarterly budget forecasts, and monitor revenue and expenditure transactions. Responsible for the provision of revenue projections, expenditure data, and other information as may be requested. Conduct special studies and analyzes existing accounting methods such as general disbursement clearing funds, interest distribution, or depreciation schedules, in order to ascertain the adequacy of internal controls, the efficiency of accounting procedures, and to meet the overall management requirements. Work with auditors to prepare an annual audit in a timely manner. Coordinate activities with various Judicial Branch courts and programs to correct issues and findings identified in any audit or compliance review.

Policy Management: Review and timely update the Judicial Branch's budget and internal control manuals. Oversee the development and maintenance of accounting, budget, and procurement procedures and other fiscal functions. Plan, direct, organize, coordinate, monitor and evaluate the overall fiscal and financial operations of the Judicial Branch; prescribe, control and audit court accounting and financial systems. Direct the development and implementation of court-wide fiscal policies and procedures and financial control system audits; and oversee operational or procedural changes needed to ensure audit compliance. Provide guidance and assistance for the Judicial Branch, through the establishment of fiscal rules to help ensure that the Navajo Nation's assets are effectively safeguarded and efficiently spent. Conduct research to remain knowledgeable of industry standards, trends and emerging technologies to support new initiatives, opportunities, and best practices.

Allocation Development: Review the total allotments by budget object code to determine where shortfalls exist and recommend where reprogramming actions are necessary for Judicial Branch functionality. Recommend and direct action on reprogramming between budget object codes. In conjunction with the Administrative Director of the Courts, oversee and review the collection of workload statistics and preparation of the monthly staffing allocation worksheet. Analyze staffing statistics highlighting trends and changes on monthly and yearly basis.

Judicial Leadership: Serve as a liaison with judges, court administrators, program managers, AOC staff and external funding agencies regarding court wide procurement, financial, and budget operations and matters. Analyze legislation, directives, court rules, and orders of

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CONTACT INFO: Judicial Branch Human Resources

Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7025 or (928) 871-7023 ♦ **Facsimile** (928) 871-6862 ♦ **Website** courts.navajo-nsn.gov

the Chief Justice that impact the Judicial Branch's budget, accounting, or procurement practices. Prepare and present financial reports and advise the Chief Justice and the Administrative Director of the Courts on financial matters and conditions; conduct fiscal analyses and prepare cost projections. Establishes the strategic direction, goals and priorities for the Financial unit within the Administrative Office of the Courts and assists with the development of strategy, goals and priorities for the Judicial Department. Attends the legislative committee meetings and administers the budget to ensure revenues and expenditures are within the appropriations and budget guidelines approved by the Navajo Nation. Coordinates Financial Management Information Systems (FMIS) training for all Judicial Branch Staff responsible for financial transactions, enabling district personnel to be independent in processing financial documents.

Compliance: Assist with the creation of programs to prevent errors and detect fraud. Make recommendations for the overall improvement of the Judicial Branch's financial processes and systems. Verify that obligations and expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed. Oversee the statistical analysis and compliance review of all courts and programs for financial and performance purposes. Provide technical assistance to all courts and programs to determine status of corrective measures are implemented. Develop improvement areas pursuant to compliance reviews.

Management: Supervise employees that oversee or are involved in procurement, financial, and budgetary activities, including assigning and reviewing work, evaluating performance, and recommending personnel actions. Develop and conduct employee performance evaluations. Assist with the development of work standards. Plan work to be accomplished by staff and periodically check progress, review work for compliance with established standards of accuracy, completeness, timeliness, etc., setting work product priorities and delivery schedules. Responsible for the development of department staff, including identification of training needs and individual training plans for each staff member supervised. Select, train, evaluate, coach and discipline staff; maintain records for continuing supervision and management of the workload, operations and programs. Provide orientation and on-going training, mentoring and coaching to subordinates. Make provisions for subordinates to attend outside training.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's Degree in Accounting, Finance, Business Administration, and ten (10) years of progressive and responsible or expansive administrative or management work experience in accounting, finance or business administration, of which five (5) years must include supervisory responsibilities. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered. Progressively responsible or closely related work experience that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully may be considered.

Preferred Qualifications: Master's Degree in Accounting, Finance or Business Administration. Legal or court accounting experience. Three years of demonstrated executive level leadership.

Special Knowledge, Skills, and Abilities:

Knowledge of: Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, external funding, risk management, budgeting, accounting and Navajo Rules of the Court. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems. Knowledge of modern offices procedures and practices used in accounting transactions, including record keeping and data security methods and techniques. Knowledge of Diné Fundamental Laws, Navajo traditional values, concepts and teachings.

Skill in: Skill in managing a multi-faceted finance team. Skill in planning and providing broad direction, establishing standards, and evaluating operations of diverse courts and programs. Skill in effective interpersonal communication.

Ability to: Ability to operate a computer utilizing a variety of software applications to develop databases and spreadsheet files and office equipment. Ability to communicate effectively and providing written reports applying and conveying technical concepts. Ability to research, identify, interpret, and analyze fiscal issues and recommend alternative procedures to improve fiscal management. Ability to assess and analyze financial records.

License/Certification Requirements:

Requires a valid state driver's license. Within 90 days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, and 3) become Financial Management Information System (FMIS) 6B certified.

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.

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