

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: \$82,413.36 - \$92,769.84
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$39.47 - \$44.43
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE70A - CE70E

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

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

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