

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 245560

CLASS CODE: 9139

Date Posted: 4/3/2025

Closing Date: 5/3/2025

POSITION TITLE: Budget Specialist

DEPARTMENT NAME: Administrative Office of the Courts

WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$56,000.16 - \$59,090.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$26.82 - \$28.30</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL65A - CL65C</u>

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Financial Services Director, budgeting and financial responsibilities are performed, which are essential to the daily operations of the Navajo Nation Judicial Branch. Participates in formulating and implementing the Judicial Branch's annual operating budgets. Advises managers on the development of annual budgets. Recommends to the Financial Services Director budget request preparation. Oversees the compilation of budget drafts for final management approval. Reviews and recommends budget amendments to the Financial Services Director. Meets with Judicial Branch management to analyze and evaluate budget options and prepare budget documents, findings, and other materials. Plans and conducts management and project analyses relating to externally funded projects. Analyzes alternatives and makes recommendations. Coordinates tracking and reporting of fiscal and external funding reporting activities with units. Identifies problems and recommends analytical and information-gathering techniques and processes. Assists in developing revenue projections. Evaluate current and future fiscal conditions to guide policy and programmatic decisions. Estimates information based on past, current, and projected financial conditions to help identify future revenue, expenditure trends, and strategic goals. Generates and provides managers with historical budget, revenue, and expenditure data. Develops, prepares, and provides training and technical assistance to Judicial Branch employees on matters within the Budget Section's responsibilities. Works closely with other section staff to collaborate on Judicial Branch fiscal matters as directed by the Financial Services Director. Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively to provide quality customer service.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or GED, training/education, and experience equivalent to a bachelor's degree in business, accounting, or finance, demonstrating the necessary job skills and proficiency. Preferred Associate's Degree in accounting, business administration, or finance. Experience in governmental sector, related to finance and accounting. Familiar with Judicial/Court

Special Knowledge, Skills and Abilities:

This position requires the following knowledge:

Knowledge of public or government budget process involving methods and practices of public finance, budgeting and accounting. Knowledge of Generally Accepted Accounting Principles. Knowledge of financial analysis techniques. Knowledge of internal control and audit principles and practices. Ability to prepare clear, concise, and comprehensive financial analyses, budgets, reports, and presentation materials.

This position requires the following skills:

Reviewing, assessing and handling a variety of financial documents. Using a personal computer with a variety of software applications.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check; obtain a Navajo Nation Vehicle Operator's Permit; and obtain Financial Management Information System (FMIS) 6B certification. 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.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

**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