

**NORTHERN CHEYENNE TRIBE  
JOB ADVERTISEMENT**

**POSITION:** Budget Analyst

**SALARY:** \$27.00-\$29.00

**DEPARTMENT:** Central Finance

**SUPERVISOR:** Treasurer or Designee

**OPENING:** 7/25/2024

**CLOSING:** 8/7/2024 @4:00pm

**How To Apply:** Submit a completed application, **Resume**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), copies of credentials or certified copy (B.S. Degree) of transcripts to: Northern Cheyenne Tribe, Attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:**

The Budget Analyst position is accountable for assisting all federal and non-federal programs with the preparation of their annual budgets, annual procurement plans, budget modifications and comparing them to actual results, and reporting on variances from the budgets.

Performs a variety of administrative, analytical and/or technical functions to assist programs and departments with the formulation, justification, presentation, execution and reporting of various budgets for the Tribe. Ensures budgets are in compliance with applicable Tribal/State/Federal policies and regulations. Analyzes actual revenue and expense trends and provides analysis and recommendations to various stakeholders.

**SPECIFIC DUTIES:**

- Act as an advisor to program managers in formulating their budget submissions in regards to technical feedback, federal compliance, auditing/accounting standards, and established policy. This includes compliance with contract/grant guidelines (agency prior approval of budgets, P.L. 638 purchasing guidelines, etc.)
- Review budget proposals for accuracy and compliance with laws and regulations (i.e. revenues, expenses, indirect cost, subsidy, cost share(s)/matches and in-kind, etc.)

- Examine whether budget submissions can be achieved based on known capacity constraints and inform management of potential problem areas.
- Coordinate capital budget planning for planned fixed asset purchases.
- Coordinate with program managers and Bureau of Indian Affairs staff for preparation and approval of budgets for salary increases, capital purchases and other PL 93-638 contract requirements.
- Assist program managers with budget modifications and major/minor classifications to ensure efficiency and quality for prolong use of initial budget proposals. (i.e. limiting budget revisions)
- Perform budget checklist procedure prior to Central Finance Department review.
- Reviews and processes all budget modifications and forwards to the Budget and Finance Committee for approval.
- Assist program managers with the preparation of regular budget reports and analyze data.
- Inform program managers of due dates for the submission of budget information.
- Prepares budget related Tribal Council resolutions as necessary.
- Provides technical assistance to program managers with financial statement analysis, including revenue and expense trends, and projections.
- Plans, develops, and conducts training sessions for Tribal programs in the areas of budget compilation, analysis and modification.
- Assists programs with tribal policies and procedures, including operating within approved budgets and grant requirements.
- Explain the features of various budgets to Administration, and/or Tribal Council on behalf of or in conjunction with program and department managers.
- Assist manager and department heads to compare actual to budgeted results at the end of each reporting period, and report on significant variances.
- Maintain adherence and propose updates to the budget related policies and procedures.
- Meet with program directors on weekly and monthly basis, or as needed.
- Assist with budget(s) input in grant/contract websites.

## **REQUIREMENTS AND QUALIFICATIONS:**

### Education/ Experience:

- A Bachelor of Arts or Bachelor of Science degree in Business or related field is preferred.
- Or a minimum of three (3) years' experience in an accounting, procurement or budget management related position.

### Job Knowledge:

- Candidate must be knowledgeable of Northern Cheyenne Tribal policies, procedures, and guidelines as they relate to financial management, and procurement.
- An understanding of forecasting and projection modeling is preferred.
- Candidate must have analytical mathematical skills.
- Requires the ability to maintain specified records, files, and logs; compiles data to generate required financial documents/reports.

### Job Skills:

- Must evaluate and assist program managers in modifying existing budgets to meet operational requirements.
- Must use problem-solving skills and be able to analyze data in performing job duties.
- Candidate must be able to communicate budget issues effectively to program managers who may have little or no accounting background.
- Must be able to communicate, both verbally and in writing.

### Job Abilities:

- Requires the ability to understand and interpret budgets and financial statements.
- This position requires the ability to work independently as well as part of a team.
- Establish effective processes and procedures for adhering to policy.
- Good judgment and sound decision-making ability.
- Must be cooperative, tactful and detailed.

## **JOB PERFORMANCE STANDARDS:**

- Demonstrates ability to interpret and enforce policies and procedures.
- Demonstrates strong organizational skills.
- Performs assigned duties promptly and efficiently.
- Maintains accurate and timely records.
- Deals tactfully and courteously public, staff and other agencies.
- Adheres to strict standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, other entities and the public.
- **Must** agree to: pre-employment drug testing.

## **PREFERENCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe.

