



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 05/16/2022	Employee Requisition Number ER-22415	JOB OPPORTUNITY	
Title/Position: BUDGET/COMPLIANCE ANALYST			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: OFFICE MGT/BUDGETS	Location: Okmulgee	Location Code: 71	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The purpose of this position shall be to perform oversight, monitoring and inspection of activities and services to assure that the Nations plans and/or agreements for implementation thereof and in compliance with the provisions of applicable federal and tribal laws, regulations and rules governing the use and expenditure of federal and tribal funds. The incumbent will assist in the preparation and submission of all required reporting, cognizant of any and all deadlines and penalties. Incumbent will be responsible for development and issuance of all budgetary basic work documents and Addendum E forms for all external funding agreements and internal appropriations.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assure that all activities conducted under any of plans adopted by the Nation are in compliance with regulations or other applicable Federal and Tribal Laws, rules, and regulations. 2. Administrator for all awarded grant funds. 3. Assist in the preparation of the Comprehensive Annual Budget; review all governmental budget modifications, process budget modification request to external funding sources. 4. Assist in the setup and maintenance the Nation's general ledger accounts for accurate recording of expenditures as needed. 5. Develop an understanding of the financial reporting system utilized by the Nation. In cooperation with the Accounting Manager, provide direction and assistance in problem solving. 6. Receive and process program and financial reports to external funding sources. Review monthly statements and formally notify management of corrective budgetary actions. 7. Assist in the preparation and in issuing all basic work documents for federal and tribal programs. Issue and/or correct Addendum E documents. 8. Assist Self Governance/Grant Compliance personnel in the review and monitoring of all federal and tribal contracts for compliance with appropriate regulations and laws. 9. Assist in the preparation of grant or funding proposals and closeout of funded programs as required.



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	10. Assist in the annual audit processes with attention to proper closeout of the budgetary side of the general ledger. 11. Serve as backup for travel. 12. Provide support to departments in reviewing, classifying, and documenting budget requirements. 13. Give assistance to the overall operation of the Office of Management and Budgets as required.
Minimum Requirements:	Associate's degree in a business related field or possess a minimum of six (4) years of practical experience in some business area. Must be computer literate, with good communication skill and work ethics.
Preferred Requirements:	Bachelor's degree in a business related field with knowledge of federal laws and regulations, with special emphasis on ability to understand and interpret P.L. 93-638, P.L. 100-472, P.L. 102-184, and applicable federal regulations for grant processes.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.