



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 08/24/2023	Employee Requisition Number ER-23517	JOB OPPORTUNITY	
Title/Position: SR. BUDGET/COMPLIANCE ANALYST			
Pay Grade SG 14	Salary Range \$51,188-66,809	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. Must demonstrate high proficiency in reporting and projecting, using advanced excel skills and formulas to create reports of complex data in a digestible format. 2 This position also offers guidance and learning support to Grants & Contracts Analysts within the department. 3 Must provide oversight to other employees, including monitoring and managing accounts, audits, and reports. 4 Responsible for maintaining and updating the grants master list with all active grants, as well as maintain and update the grants folders and archive with pertinent documents for each grant. 5 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. 6 Administrator for all awarded grant funds. 7. Assist in the preparation of the Comprehensive Annual Budget; review all governmental budget modifications, process budget modification request to external funding sources. 8 Assist in the setup and maintenance the Nation's general ledger accounts for accurate recording of expenditures as needed. 9 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. 1Q Receive and process program and financial reports to external funding sources. Review monthly statements and formally not management of



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	corrective budgetary actions.1. Assist in the preparation and in issuing all basic work cf8enr1ffints for federal and tribal programs. Issue and/or correct Addendum10. Assist in the annual audit processes with attention to proper closeout of the budgetary side of the general ledger. 12 Provide support to departments in reviewing, classifying, and documenting budget requirements.
Minimum Requirements:	Bachelor's degree in a business related field or possess a mini4) years of practical experience in some business area. Must be computer literate, with good communication skill and work ethic
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 |

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION (**No failed drug test is tolerated**).

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

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:



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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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.