**Muscogee (Creek) Nation**  
**Human Resource Management Services**  
**Employee Requisition**

**Submitted Date:** 10/04/2023  
**Employee Requisition Number:** ER-24016

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<th><strong>JOB OPPORTUNITY</strong></th>
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<tr>
<td><strong>Title/Position:</strong> BUDGET/COMPLIANCE ANALYST</td>
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<td><strong>Pay Grade</strong></td>
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<td>HG 13</td>
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<td><strong>Department:</strong> OFFICE MGT/BUDGETS</td>
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**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:**

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 Budget's 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:

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Customer Service: Responds promptly to customer needs; Responds promptly to voicemails and emails.

Professionalism/Interpersonal Skills: Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

Time Management: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

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.

Analytical Skills: Collects and researches data; Uses intuition and experience to complement data.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

Leadership: Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

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, including cyber security.
Attendance/Punctuality: Regular and on time attendance. Arrives at meetings and appointments on time.
Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions.

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

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:

- [ ] Fumes or airborne particles
- [ ] Risk of electrical shock
- [ ] Outside weather conditions
- [ ] Vibration
- [ ] Toxic or caustic chemicals
- [ ] Loud Noise

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

- [ ] 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.
- [X] 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:
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.