



## **BUDGET ANALYST**

**Office of the Tribal Treasurer**

### **OVERVIEW**

This position is responsible for performing budgetary and administrative duties in compliance with the Hopi Tribe's fiscal, procurement and other regulatory policies & procedures, ordinances and resolutions.

The work requires a wide variety of analytical abilities in formulating, preparing, justifying, and presenting stages of the budget process for the Hopi Tribe. Also, requires identification and analysis of changes in budgetary, financial, procurement, policies, regulations, constraints, objectives and funds availability. Works with financial institutions for processing, collection and reviewing information for the Hopi Tribe.

The incumbent is under the supervision and line authority of the Hopi Tribal Treasurer who sets the overall objectives. The incumbent is responsible for planning and carrying out assignments, resolving conflicts that arise and coordinates work with others as necessary in accordance with instructions, policies, and accepted practices.

The work is sedentary and performed in a standard office environment. The incumbent may be expected to lift objects more than 20 lbs. The normal eight (8) hour daily schedule may extend beyond 5:00pm into the evenings and weekends to meet the objectives of the position. Travel may be necessary.

### **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

- 1) Collaborate with Office of Financial Management (OFM), Budget Oversight Team (BOT) and other entities.
- 2) Prepare and organize budget templates in a clear intuitive manner.
- 3) Review program budget proposals for completeness, accuracy and ensure compliance with the Hopi Tribe's Fiscal Management Policy (FMP).
- 4) Assist with the development of a comprehensive Hopi Tribal Budget at the direction of the BOT, including Expenditure Authorization and Appropriations Language (EAAL).
- 5) Defend budget recommendations with data and evidence-based analysis in developing a final budget with BOT and Hopi Tribal Programs.
- 6) Monitor expenditures to ensure spending remains within approved budget levels and to identify any financial or budgetary short falls.
- 7) Collect & submit approved budgets within the timeline set by the Budget Oversight Team.
- 8) Prepare quarterly and year end budgets vs actual reports for BOT and the Hopi Tribal Council.
- 9) Collaborates with Villages and programs to clarify the intent of the approved Hopi Tribal Budget and EAAL.
- 10) Participate in establishing and defining program plan requirements.
- 11) Assist programs to prepare spending plans and provide documentation for financial assessments.
- 12) Provide summary status reports to BOT and management as requested.
- 13) Support the Office mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 14) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: Associate's degree in Accounting, Finance, Economics or closely related field; AND

Experience: Five (5) years work experience performing budget preparation and analysis, monitoring and compliance, forecasting and strategic planning; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Government Fund Accounting principles.
- Knowledge of legislative and economic issues affecting the Hopi Tribe.
- Skill in analyzing financial system, procedures, and controls.
- Skill in applying judgement in the release of confidential information.
- Skill in analyzing information to identify inefficiencies or problem areas.
- Strong attention to detail.
- Written and verbal communication skills.
- Proficient in Excel and developing computer databases and spreadsheet files.
- Ability to work independently, under pressure and meet deadlines.
- Ability to operate modern office equipment/machines and applicable software programs.
- Ability to develop budgets by receiving past budgets.
- Ability to conduct audits.
- Ability to monitor and track budget expenses.

### **NECESSARY REQUIREMENTS**

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

### **BUDGET ANALYST**

Office of the Tribal Treasurer  
Supervisor: Tribal Treasurer  
Salary Range: 45  
Classification: EXEMPT  
Developed 07/08/2026

REVIEWED BY: \_\_\_\_\_

Department Director

DATE: \_\_\_\_\_

7/21/26

APPROVED BY: \_\_\_\_\_

Human Resources Director

DATE: \_\_\_\_\_

7/21/2026