



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Operations and Budget Analyst (BHS)-Okmulgee
VACANCY ANNOUNCEMENT: CN-21-24

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to manage the multiple budgets under the direction of the BHS/SAS director. The position will be responsible for coordinating and preparing all aspects of the program's annual budgets and in-kind grant match requirements.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in a related field or 6 years of experience. Five (5) years of progressively responsible experience in federal/tribal governmental budgeting process accompanied with supervisory experience. Valid Oklahoma Driver's License is required.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of the legislative process in both federal and tribal government relating to the drafting of proposed legislation and formulation of regulations.
2. Knowledge of financial management requirements for contracts and self-governance compacts under the Indian Self-Determination Act. P.L. 93-638.
3. Ability to communicate and interact effectively with DHA management staff, employees, tribal officials and external agencies both orally and in writing.
4. Knowledge of budget formulation and programming.
5. Knowledge of accounting principles and budgetary methodologies applicable to federal/tribal funds.
6. Skills in evaluating budget performance to determine if changes are necessary or feasible.
7. Skills in the use of personal computers and software designed for accounting/finance and business office applications.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date