



**SAFETY SENSITIVE POSITION**

**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 9/12/2024 8:08 AM	Employee Requisition Number <b>ER-24500</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>BUDGET/COMPLIANCE ANALYST</b>			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: GRANT COMPLIANCE	Location: Okmulgee	Location Code: 223	FT/PT Full Time

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

General Summary:	<p>This position shall perform oversight, monitoring, and inspection of budgets, activities, and services as they pertain to the expenditure of Federal, state, tribal, and foundation funds in accordance with grants and other award agreements. This position will assist in ensuring that the Nation maintains compliance with the provisions of applicable federal and tribal laws, regulations, and rules governing the use and expenditure of federal, tribal, or foundation funds. The incumbent will assist departments and programs in the preparation and submission of all required reporting and will assist programs and departments with basic budgetary work in accordance with the grant documents and award agreements.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Ensure financial compliance with all applicable Federal, Tribal, and foundation laws, rules, regulations, and policies.             <ul style="list-style-type: none"> <li>• Assist departments and programs with the administration and expenditure of awarded funds</li> <li>• Ensure compliance of any budget proposals/modifications with the grant proposal, and awarding agency, and when necessary.</li> <li>• Obtain necessary prior approvals before budget modifications and/or expenditures are made and propose/assist with corrective budgetary actions</li> <li>• Work with programs/departments as well as the Office of Management and Budgets to ensure grant budgets are in compliance and being spent according to the agreed-upon timelines and proposals.</li> <li>• Develop an understanding of the financial reporting system utilized by the Nation.</li> <li>• Assist with budget preparation and reviews, preparation of grants and funding proposals, and closeout of grants in accordance with funding agreements.</li> <li>• As necessary, assist in the review and monitoring of all federal, tribal, and foundation contracts for compliance with appropriate regulations and laws.</li> <li>• Create Purchase Requisitions and process payments in the Tyler Technologies system.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>Enter all pertinent grant application materials into the Grants Master in the Tyler Technologies system.</li> </ul>
Minimum Requirements:	Associate's degree in a business-related field or possess a minimum of two (2) years of practical experience with grant budgets and compliance. Computer literate with good communication and interpersonal skills and work ethic.
Preferred Requirements:	Bachelor's degree in a business-related field with knowledge of federal laws and regulations, with special emphasis on the ability to understand and interpret 2 CFR Part 200 and other applicable regulations for federal funds. Possess a minimum of four (4) years of practical experience with grant budgets and compliance.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- 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.
- Ethics:** Works within the approved budget; Conserves organizational resources. 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.



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**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

**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
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- 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).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.





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- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- 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 lose 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.