



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 05/01/26
CLOSE: 05/15/26

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Budget Analyst

RESPONSIBLE TO: Chief Finance Officer

SALARY: Step Range: 44-48; Annual/Full Benefits
Salary Range: \$104,169 - \$117,244
Hourly Range: \$50.08 - \$56.37

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: On-Site, Hybrid; Remote

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The Budget Analyst will develop and maintain budgets throughout the organization. This role will support spending and decision making across the organization. The budget analyst will collaborate closely with department and program directors, executive suite and Tribal Council. Additionally, this position will support the finance department to maintain compliance to spending restrictions as well as compliance to internal developed controls.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist in the preparation of all annual budgets, including budget justifications, budget modifications, and reconciliations with financial reports.
2. Prepare annual budget packets for review and distribution to the Tribal Council.
3. Develop final presentation materials for annual budget work sessions and prepare Tribal Council presentations related to budget modifications.

4. Compile and analyze data for budget projections and financial forecasting, supporting the development of all funding source budgets, including but not limited to ISDEAA, Third-Party Revenue, ARPA, grant, and foundation funding.
5. Ensure all expenditures comply with applicable OMB Uniform Guidance, grant and contract requirements, and internal Finance policies and procedures.
6. Coordinate with the Fiscal Controller/CFO and Grants Compliance Officer to ensure accurate reconciliation of budget line items and funding sources.
7. Coordinate the preparation, data entry, printing, and distribution of departmental budget worksheets; collaborate with department leadership to ensure projected contracts, projects, staffing, and service needs are accurately reflected.
8. Support Finance by researching, compiling, and verifying financial data used in budget development, policy review, and process improvement.
9. Coordinate with Department Directors and Program Managers in the preparation and distribution of preliminary, final, and modified budgets.
10. Prepare and process budget adjustments and maintain required documentation to support reporting and compliance requirements.
11. Provide leadership of monthly departmental budget review meetings, providing updated materials on budget utilization, open purchase orders and obligations. Assist departmental leadership in budget oversight.
12. Prepare monthly budget reports for the CEO and Tribal Treasurer, supporting the overall monthly report for Tribal Council.
13. Serve as first-level approver for requisitions, receiving reports, travel authorizations, and other budget-related approvals in approved manual systems, as designated by the CEO.
14. Perform other related duties as assigned, including coordination with payroll and HR teams on staffing and salary allocations.
15. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Budget Analyst works under the direct supervision of the Chief Finance Officer, who provides administrative program direction. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee plans and carries out the day-to-day activities independently, resolves problems based on past precedent; exercises judgment in interpreting guidelines and applicability; adhering to professional practices and legal requirements.

The employee is subjected to a variety of situations that would require using independent judgment and discretion. Assignments are reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Excellent analytical, mathematical and problem-solving skills. Ability to interpret complex data and financial reporting.

Ability to develop financial and forecasting models using Excel or other financial modeling software.

Knowledgeable of all Klamath Tribes Administration policies, mission, strategic goals.

Skill and ability to communicate in a professional manner, both oral and written.

Ability to communicate with team members and contractors from a broad spectrum of disciplines.

Able to work independently and in a team-oriented, collaborative environment.

Ability to work independently and produce outcomes/deliverables per this job description.

Able to conform to shifting priorities, demands and timelines.

Ability to react appropriately to project adjustments and alterations promptly and efficiently.
Flexible during times of change.

Must be able to participate in and promote teamwork; be courteous to patients, their family members, and co-workers

Must be willing to adapt to a flexible work schedule with occasional evenings/weekends.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor's Degree in Business, Finance or Accounting. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have five (5) years of demonstrated experience with grant, budget, and fund accounting management.
- **REQUIRED** to have two (2) years of demonstrated experience managing tribal grants.
- **REQUIRED** to have advanced knowledge and experience using spreadsheets, finance software and databases.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have demonstrated working knowledge and experience of state and federal regulations related to federal spending.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Familiarity with tribal funding sources (ISDEAA, Third-Party Revenue, ARPA, grant, etc)

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.
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Employee (printed name)	Employee (signature)