

Native American Outreach Committee  
- Job Description -

Budget Analyst

The Native American Outreach Committee (NAOC) is comprised of individuals that have a desire and willingness to work for, with and amongst descendants of Joseph in America (commonly called First Nations, Native Americans, or American Indians).

The duties of the budget analyst are:

1. After input from the Committee, prepare budget reports for the General Church Finance Committee in a timely and accurate manner.
2. Track receipts and expenditures in an efficient and effective manner, preparing and distributing quarterly reports to the Committee.
3. Review and analyze receipts and expenditures, offering suggestions and solutions for funding of proposed and ongoing outreach efforts.

Qualifications:

1. Experience preparing and/or reviewing budgets
2. Ability to use appropriate computer hardware and software
3. Analytical skills for budget analysis and recommendations