

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70120436

DATE POSTED: 01/08/21

POSITION NO: 244406

CLOSING DATE: 01/22/21

POSITION TITLE: Associate Accountant

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Finance Section / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BM62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 42,469.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 20.34 PER HOUR

NON-SENSITIVE TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Assists the Director of Financial Services by performing a wide range of detailed accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for funds availability, mathematical accuracy and compliance with established accounting principles, policies and objectives. Assists in the preparation of accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections of accounting data; prepares journal entries; maintains ledgers; assists in the preparation of cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP), Navajo Nation regulations and Federal regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelors degree in Accounting, Finance, Business Administration, or a closely related field.

Special Requirements:

- Possess a Valid State Driver's License.
- A favorable background investigation

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of accounting principles and concepts. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized accounting systems and applications including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in verbal and written communication. Skill in establishing and maintaining working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.