THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0839748**	DATE POSTED:	**01/12/15**
POSITION NO:	**934408**	CLOSING DATE:	**01/26/15**
POSITION TITLE:	**Accountant**		
DEPARTMENT NAME / WORKSITE:	**DNR/Historic Preservation/Window Rock, Arizona**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am - 5 pm	PART TIME:	☑	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a variety of detailed complex accounting with General and Contracts funds: Monitors and reconciliation with Generally Accepted Accounting Principles (GAAP), Navajo Nation and funding agencies regulations; Verifies, maintains and process financial documents such as travel authorization, travel reimbursements claims, purchasing, mileage reports, etc and other billing statements.; Prepares journal entries, maintains ledgers; reconciles and analyzes reports and ledgers; Complies and generate financial reports; Maintains and process timesheets; Develop and maintain complex multi-fund and source budgets using automated spreadsheet and word processing systems.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Preferred Qualifications:

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- Possess a valid state driver's license.

(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 basic math; Knowledge of bookkeeping practices and principles; some knowledge of auditing techniques; Knowledge of applicable Navajo Nation, Federal and State laws, ordinances, statutes, rules, regulations, policies and procedures; Knowledge of public relations/customer service principles; Knowledge of computerized accounting systems and applications including general software applications; Knowledge of accounting principles, practices and procedures; Skill in preparing detailed and complex numerical computations and reports; Skill in communication technical concepts, both orally and written; Skill in preparing and maintaining accurate records, reports and financial files; Skill in establishing and maintaining cooperative, effective working relationships.

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