

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018411

DATE POSTED: 01/13/14

POSITION NO: 945990

CLOSING DATE: 01/27/14

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START; Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: AA65A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,865.60 PER ANNUM

SEASONAL: Duration: _____ \$ 21.57 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

To assist Navajo Head Start in coordinating and directing fiscal program and all of the attendant activities involved in day to day operations. This covers the Navajo Reservation with the Central Office and the five Regions which are Chinle, Crownpoint/Shiprock, Fort Defiance, and Tuba City. Reviewing of developed financial control programs and procedures to maintain compliances with the federal, state and tribal regulations to ensure accuracy and integrity of all financial data for program compliance. Assures and reviews the maintenance of control system that will safeguard program assets and financial data. To provide fiscal reports to the Navajo Head Start the financial status of the program. To assist Navajo Head Start with annual budget development and financial statements and review strategies that could assist the program's operation through cost savings approaches. Propriety review on incoming financial documents (Personnel Action Forms, Travel Authorizations, Inter-department Charge Requisitions, Stationary Supply Order. Purchase Requisitions and Request for Direct Payment). Review for accuracy, documentation, use of correct line item, authorized Department Program signature, and request is within the contract terms and conditions.

Review Purchase Requisitions being converted to Request for Direct Payment using same criteria as above. Upon approval forward documents to next appropriate section by processing. For payments that are needed immediately ("walk thru"), review as noted and forward to Accounts Payable as soon as possible. Upon approval, forward documents to next appropriate section for processing. Propriety Review of Signature Approval Sheet (SAS) package for compliance according to NN Laws contract terms and conditions and any other applicable federal or state laws and regulations. Forward to Supervisor for approval. Prepare monthly journal entries for matching, indirect cost and Program Revenue Earned. Prepare corrections if needed.

Review personnel budget transfers for funds availability, justification of need and use of correct line items. In special case, verify that the funding agency gives approval. Forward to Contract/Grants Section and OMB. Review awarding documents and know contract terms and conditions and applicable regulations. Review incoming correspondence for supervisor's/managers comments and follow up on assignment if needed, assist and advise OOC management as needed. Responsible to prepare fiscal year end journal entries as recommended by the External Auditors. Assist and advice tribal programs/departments a needed via meetings, telephone calls, memorandums or e-mails.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems ;or a Master's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

(In order 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 Head Start Performance Standards and collective bargaining.

Special Requirements:

Position required a background check and suitability assessment prior to employment; Must have CPR, First Aid certified and Must possess a valid State Driver's License, and obtain the following within ninety days of hire: physical examination with T.B. clearance, Navajo Nation Vehicle Operator's Permit. A favorable background investigation is required prior to date of hire.

VETERANS PREFERENCE APPLIES

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