

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OOC02822624

DATE POSTED: 01/13/21

POSITION NO: 245060

CLOSING DATE: 02/03/2022 by 5pm

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: OOC/ General Accounting - Fiscal Recovery Fund Office/ Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ63A

WORK HOURS: 40/week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,488.56 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 19.87 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Performs a wide range of detailed complex accounting and advisory functions pertaining to the Financial Recovery Fund (FRF) accounts or office; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; review and reconciliation of American Rescue Plan Act funds used for hardship, mathematical accuracy and compliance with established accounting principles, policies and objectives. Review and take appropriate action on hardship assistance by reviewing reissues, reviewing back account information, check status of outstanding payments/checks for individuals, cleared and cancelled checks and also lost/stolen checks. Prepares accounting reports and statements, such as detailed cost and financial analysis, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned functions; 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:**

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

**Special Requirements:**

- A favorable background investigation.
- 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 Generally Accepted Accounting Principles (GAAP). Knowledge of public relations/customer service principles, practices and techniques. 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 developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in communicating technical concepts, both orally and in writing. Skill in establishing and maintaining 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.**