

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02822625

DATE POSTED: 01/13/22

POSITION NO: 245027

CLOSING DATE: **02/03/2022 by 5pm**

POSITION TITLE: **Accountant (3 Positions)**

DEPARTMENT NAME / WORKSITE: Office of the Controller/NN Fiscal Recovery Fund Office/Window Rock AZ

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BQ63A

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

SENSITIVE SEASONAL: DURATION : _____ \$ 19.87 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Working with ARPA FRF K Business Units monitoring assigned accounts on a daily basis reviewing expenditures ensuring they are allowable per Grant Requirements. Approving on line Purchase Requisitions, Reviewing Personnel Action Forms and payroll documents for ARPA FRF Office, General Office duties faxing scanning attending meetings, Federal Reporting to US Treasury, Reviewing 164 packets for ARPA FRF Offices, Other duties as assigned.

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:

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