THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02822627 | DATE POSTED: 01/13/22

POSITION NO: 245054 | CLOSING DATE: **02/03/2022 by 5pm**

POSITION TITLE: **Accountant (4 Positions)**

DEPARTMENT NAME / WORKSITE: OOC/Purchasing Section - 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: ☐ | $ 19.87 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed complex procurement, accounting and, advisory functions pertaining to the Financial Recovery Fund (FRF) office; encumbrances of contractual agreements (sub recipients, service contracts, etc.) into the Navajo Nation's FMIS system to establish a contract number and award letter. Reviewing and audit receiving records (invoices) for funds availability, allowable costs under the scope of work, correct object code usage, correct vendor number, verification of the address on Receiving Record and on the invoice, verification of service dates within contract period of performance, ensure non duplicate system. Review of 164 document in the review stages to ensure proper procurement is met. Verifies object code is within the correct scope of work, funds availability, and all pertinent documents are attached. Assist customers with inquiry or questions via phone and/or email. Resolves discrepancies and provides recommendations. Ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points out trends or deviations from standards; 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.