

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02822633

DATE POSTED: 01/14/22

POSITION NO: 245033

CLOSING DATE: 02/04/2022 by 5pm

POSITION TITLE: Principal Accountant

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

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BQ67A

WORK HOURS: 40 wk PART TIME: NO. OF HRS./WK.: _____ \$ 58,276.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 27.91 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Federal Reporting to US Treasury reviewing all Federal Reports US Treas requirements are met for quarterly and annual reporting. Monitoring of Cash Management and Disbursements. Reviewing Personnel Action Forms and payroll documents for ARPA FRF Office. Working with ARPA FRF K Business Units monitoring assigned accounts on a daily basis reviewing expenditures ensuring they are allowable per Grant Requirements. Close out review of ARPA Business Units files/reports. Approving on line Purchase Requisitions, General Office duties faxing scanning attending meetings, Federal Reporting to US Treasury, Reviewing 164 packets for ARPA FRF Offices, Other duties as assigned. Managing ARPA Cont Accounting Section Delegated when Accounting Supervisor is out. Providing Training to new ARPA staff, ensuring staff consistency for ARPA Accts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and five (5) years of professional accounting experience involving financial policy analysis and information systems, two (2) years of which must have been in a supervisory or lead capacity.

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.