

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB01111269

DATE POSTED: 01/19/16

POSITION NO: 211880

CLOSING DATE: OUF

POSITION TITLE: Auditor General

DEPARTMENT NAME / WORKSITE: LB/Office of the Auditor General/Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB71A-F

WORK HOURS: 8AM - 5PM PART TIME: NO. OF HRS./WK.: _____ \$ * (DOE) PER ANNUM

SEASONAL: DURATION : _____ \$ _____ PER HOUR

TEMPORARY: _____ **(\$73,507.20 to \$85,196.80)**

DUTIES AND RESPONSIBILITIES:

- Serves as the administrative unit chief who is responsible for the overall administration and technical direction of the Office of the Auditor General.
- Directs the performance of financial, operational and compliance audits of Navajo Nation programs, chapters and entities.
- Oversees the quality control of all phases on the audit engagement to ensure activities are in accordance with generally accepted government auditing standards.
- Provides management advisory services consisting of the review and management of internal control and accounting systems, procedures, practices, policies and procedures to determine their adequacy and reliability.
- Promotes efficiency in program/chapter operations to prevent fraud, waste and abuse.
- Establishes priorities for audit coverage.
- Develops short and long range audit plans.
- Supervises auditors conducting audits of financial, revenue and operation systems and controls, contracts and compliance, and on internal and external governmental funded programs.
- Assigns duties to audit staff and evaluates their performance.
- Prepares, interprets and explains complex financial and administrative reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, Finance, Political Science, Policy Analysis or closely related field which must include twenty-four (24) college credit hours in accounting or auditing; and eight (8) years auditing experience, two (2) years of which must have been in a supervisory or lead capacity.

Preferred Qualifications:

- A Master's degree in Accounting, Business Administration, Finance, Political Science, Policy Analysis or closely related field.
- Proficient in Microsoft Office software and data analytic software.
- Tribal or local government work experience.

Special Requirements:

- Must meet qualification standards and must perform duties in accordance with Government Auditing Standards.
- Must be certified as an Internal Auditor (CIA) or a Certified Public Accountant (CPA).

(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 Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, and examine government performance. Knowledge of accounting and auditing practices to successfully conduct complex audit assignments, that requires an analysis of a number of different operational programs and accounting practices. Knowledge of accounting and auditing principles, theories, methodology and principles to serve as an expert in advising other auditors, Navajo Nation Council, chapter governments, programs, departments and divisions.

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