THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	LB0119786	**DATE POSTED:**	01/20/15
POSITION NO:	242929	**CLOSING DATE:**	OUF
POSITION TITLE:	Associate Auditor		
DEPARTMENT NAME / WORKSITE:	LB/Office of the Auditor General/Window Rock, AZ		

WORK DAYS:	Mon-Fri	**REGULAR FULL TIME:**	☑	**GRADE/STEP**	AB63A
WORK HOURS:	8AM-5PM	**PART TIME:**	☐ **NO. OF HRS./WK.:**	$	37,065.60
		SEASONAL:	☐ **DURATION :**	$	17.82
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs beginning level professional auditing work of routine difficulty involving a variety of auditing tasks to gain experience in the program auditing and government accounting. Routine auditing procedures consist of: (1) assists and carries out predetermined audit assignments; (2) applies auditing methods to accomplish tasks; (3) prepares audit work papers in accordance with prescribed auditing standards; (4) prepares clear and concise audit reports in accordance with prescribed auditing standards; (5) conducts non-technical performance audit reviews of Navajo Nation programs; (6) assists seasoned auditors in conducting financial audits of chapters, and corporate entities having contractual arrangement with the Nation, and (7) participates in routine procedural analysis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, Finance, Political Science or a closely related field.

Preferred Qualifications:

- Twenty-four (24) college credit hours in accounting or auditing.
- Proficient in Microsoft Office software or other computer applications.

(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 Requirements:

Must meet qualification standards and perform duties in accordance with Government Auditing Standards.

Special Knowledge, Skills and Abilities:

Knowledge of accounting and auditing principles, concepts and practices.

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