

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01216958

DATE POSTED: 01/23/19

POSITION NO: 949876

CLOSING DATE: 02/27/19

POSITION TITLE: Associate Minerals Auditor

DEPARTMENT NAME / WORKSITE: Minerals Department/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR63A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,188.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 18.36 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Perform compliance audits to ensure companies producing minerals on the Navajo Nation are in compliance with applicable Federal and Navajo Nation laws, regulations, lease terms, policies and procedures. Compliance audits consist of verification of correct reporting and remittance of royalty, rental, bonus, water and other associated lease obligations through the analysis of financial documents and records provided by companies. Audit activities include the compilation and written documentation of such documents and records; multiple levels of testing and analysis to determine correctness; and written documentation of such tests.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration or closely related field that includes twenty-four (24) college credit hours in accounting or auditing; or an equivalent combination of education and experience.

Special Requirements:

- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents must also meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

(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:

General knowledge of Generally Accepted Government Auditing Standards; knowledge of audit theory and practices; analytical skills; oral and written communication skills.

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