

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC0288473

DATE POSTED: 01/27/14

POSITION NO: 242498

CLOSING DATE: 02/07/14

POSITION TITLE: ASSOCIATE ACCOUNTANT

DEPARTMENT NAME / WORKSITE: Office of the Controller / Window Rock, Arizona

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: Y62A

WORK HOURS: 8am to 5pm PART TIME: NO. OF HRS./WK.: 40 \$ 33,030.40 PER ANNUM

SEASONAL: Duration: \$ 15.88 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund area, accounts or department; 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; assists in the preparation of accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries; maintains ledgers; assists in the preparation of cost accounting information; reconciles and analyzes 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 function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

Education, Experience and Training:

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

(In order 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:

Know of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of accounting principles, practices, and procedures.

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Skill in preparing detailed and complex numerical computations and reports.

Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems.

Skill to establish and maintain effective working relationships.

Special Requirements:

Work involves a minimum of physical effort in an office setting.

A favorable background investigation is required prior to date of hire.

VETERANS' PREFERENCE APPLIES

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