

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH03815060

DATE POSTED: 02/06/18

POSITION NO: 947391

CLOSING DATE: OUF

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: CHR/Outreach Program, Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AI65A

WORK HOURS: 8:00 a.m. - 5:00 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,720.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.50 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Coordinate the development of various programmatic and projection of long range expenditures to ensure they are consistent with mission goals and objectives. Reviews and finalized the annual budget preparing for the CHR/Outreach Program as required by Indian Health Services and Navajo Nation; consolidates, reviews monthly and annual budget policies and compliance, advice the Program Director and Service Unit Supervisors. Maintains a continuing review and monitor long range projects/development and prepare regular budget analyst and special reports on the progress, accomplishment, problems and provides recommendations and suggestions for adjustments and improvement when necessary. Responsible for the established control of the proper payment of all claims made upon the program and participants and recommends to the Program, Division in the formulation of financial policy and procedures statement according to policies, regulations and instructions. Administer fiscal, control through data management techniques to assure timely, accurate, and sufficient information to satisfy daily operating requirements and to forecast future financial positions and budget requirements. Administers and coordinates research and preparation of reports to negotiate grant and evaluate funding activities. Advises, explains and interprets fiscal, purchasing, property and Navajo Nation Personnel Policies and Procedures, programs and operations procedures to Service Unit Supervisor and including new hires. Submits financial reports to Executive Director.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's Degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

**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:**

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. 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 system. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

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