

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447557
POSITION NO: 203494
CLASS CODE: 1519

Date Posted: 02/25/13
Closing Date: 03/08/13

POSITION TITLE: ACCOUNTANT
DEPARTMENT NAME: Department of Dine' Education - Administration
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: Mondays-Fridays Permanent:
Hours: 8:00 am to 5:00 pm Temporary: Duration: _____ \$ 34,944.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex 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. Prepares accounting reports and statements, i.e.: detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information: reconciles and analyzes reports and ledgers. Provides technical assistance to Grant & Contract schools, upon request; regarding professional accounting, internal audit reviews, and related financial compliance and reports. Serves as a resource for the Department on budgetary assessments and the interpretation of financial data for management decisions & implementation. Attends management and Oversight meetings. Contact person for External Funded Programs.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

One (1) year of accounting experience.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP); public relations/customer services, practices and techniques; computerized accounting systems, and applications including general software/FMIS. Skilled in performing detailed and complex numerical computations; and maintain effective working relationships with diverse employees of diverse backgrounds.

License/Certification Requirements:

PREFERRED: Valid State Drivers License.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99