

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS06614911

DATE POSTED: 03/02/18

POSITION NO: 241007

CLOSING DATE: 03/15/18

POSITION TITLE: ACCOUNTANT

DEPARTMENT NAME / WORKSITE: Insurance Services Department / Employee Benefits / Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: A163A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,627.20 PER ANNUM

SEASONAL: DURATION : _____ \$ 18.09 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversee the accounting of the Group Health Benefit Fund accounts including the program operation funds. Performs complex financial accounting and assigned to oversee the Employee Benefits financial transactions with Third-Party Administrator and Actuary. Ensures compliance with federal, state and Navajo Nation laws, regulations, policies by advising management on requirements or actions needed. Prepares accounting reports by recording all journal entries, account reconciliations in FMIS and other insurance databases; monthly closing accurately in a timely manner with FMIS. Maintains a desired level of quality information entered in the HRIS by inspecting samples and assessing what changes or improvements may be needed in the premium allocations and collections process. Coordinate with Account Maintenance Specialist to assure technical, fiscal management support for all claims and insurance policies. Reconciles and audits PCard transactions. Request for direct payment and purchasing requisitions and other invoices. Reconcile biweekly premium payments. Prepares Budget Status Reports. Provide quarterly financial reports for Enterprises and Chapters. Cost Reimbursement on AR for Employee Benefits Program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special Requirements:

- 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 Generally Accepted Accounting Principles (GAAP). Knowledge in accounting methods and practices to accurately conduct analysis

and to validate transactions including the resolution or inconsistencies; knowledge of accounting, budget preparations, financial transactions

with tracking and recording budget transactions; knowledge of automated accounting practice to reconcile errors; knowledge of basic business

math; bookkeeping practices and principles; knowledge of public relations/customer service principles, practices and techniques; Skills in preparing and maintain accurate records, reports and files system; skill in understanding and following oral and written directions; in

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