THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC02814901** DATE POSTED: **03/02/18**
POSITION NO: 202581 CLOSING DATE: **03/30/18**
POSITION TITLE: **Principal Accountant**
DEPARTMENT NAME / WORKSITE: Office of the Controller / Contract Accounting Section / Window Rock, AZ
WORK DAYS: MON -FRI REGULAR FULL TIME: ☑ GRADE/STEP: AI67
WORK HOURS: 8:00 AM - 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: $ 52,852.80 PER ANNUM
SEASONAL: ☐ DURATION : $ 25.41 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

1. Review financial documents to ensure that they are in compliance with federal/state/tribal policy, procedures and regulations.
2. Maintain financial security by following internal controls.
3. Compile, analyze and interpret statistical, accounting or auditing worksheets pertaining to personnel, budgets and expenditures from reports provided by the FMIS/HRIS system
4. Research, analyzes and substantiates financial transactions by auditing documents from the FMIS/HRIS to ensure that it is accurate and applicable to the assigned Business Units.
5. Uses independent judgment and knowledge in handling difficult accounting activities.
6. Examines and interprets accounting data, records and reports.
7. Provides technical advice to program staff with complex accounting problems.
8. Plans and carries out assignments by applying accounting concepts to resolve management problems.
9. Review final financial reports as required by grant/contract.
10. Assist during the Annual Single Audit by providing information and doing research as requested by the Audit Team.
11. Collaborate with other accountants to support various accounting projects and activities on a daily basis.
12. Advises and assist management on accounting and financial management matters when required.
13. Uses independent judgment in a variety of daily and non-routine decisions affecting assigned function.
14. Reviews statement of accounting information and other reports provided by the Nation's general ledger system.
15. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and five (5) years of professional accounting experience involving financial policy analysis; and information systems, two (2) years of which must have been in a supervisory or lead capacity; or a Master's degree in Accounting, Finance, Business Administration or closely related field; and four (4) years of professional accounting experience involving financial policy analysis, and information systems, two (2) years of which must have been in a supervisory or lead capacity.

Special Requirements:

- A favorable background investigation.

(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 of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Knowledge of accounting principles, practices and procedures.
Skill in preparing detailed and complex numerical computations and reports.
Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.
Skill in communicating technical concepts, both orally and in writing.
Skill in establishing and maintaining effective working relationships.
Skill in Supervisory Methods and Techniques.

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