

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

REQUISITION NO: DOH03814922  
POSITION NO: 947391  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 03/09/18  
CLOSING DATE: 03/30/18

**Senior Accountant**

DEPARTMENT NAME / WORKSITE: CHR/Outreach Program, Window Rock, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A165A  
WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,720.00 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.50 PER HOUR  
NON-SENSITIVE  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 finalize 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 Department Manager 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 Supervisors and including new hires. Submits financial expenditures 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 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 system, 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.**