THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03911578**	DATE POSTED:	03/14/16
POSITION NO:	941455	CLOSING DATE:	03/25/16
POSITION TITLE:	Principal Accountant		
DEPARTMENT NAME / WORKSITE:	Department for Self Reliance / Window Rock, Arizona		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Responsible for the preparation and assessment of the financial plans of the Department for Self Reliance (DSR) Tribal Family Assistance Grant Three-Year Plan; recommends and establishes fiscal funding priorities for the Department Manager III. Responsible to ensure DSR complies with all federal, state, and tribal laws and regulations and is accountable for all internal & external funds received; responsible to ensure DSR complies with the provisions of the General Accepted Accounting Principles including all federal, state, and tribal laws and regulations pertaining to the financial management of the DSR, i.e. Code of Federal Regulations, Office of Management & Budgets (OMB) Circulars, Navajo Nation Codes, Procurement, Debarment and Suspensions, SAS 164 Process, Arizona Revised Statutes, etc. Responsible for the overall supervision of the DSR Finance & Recovery Section and will serve as a liaison between the Navajo Nation government offices and other external entities with respect to financial issues, negotiations, modifications, amendments, and/or funding.

Responsible to prepare all required financial reports, including the quarterly financial report to the federal government, the Division of Social Services, tribal oversight committees, and/or other internal and external entities; reviews and approves program financial data reports before submission to relevant entities; responsible for providing technical assistance in the development of all federal, state, and tribal budgets for contract & grant proposals, professional service agreements, lease agreements, and assists in contract negotiations and the preparation & response to legislative resolutions and other documents relating to the financial operations of the DSR. Responsible for the internal financial management and maintenance of the monthly processing of customer benefits and the customer Pay Cards; coordinates with the Navajo Nation Division of Finance on the deposit of benefits into the customer accounts and into the Navajo Nation's Financial Management Information System (FMIS), including the collection of overpayments from customers and the reimbursement of underpayments to customers.

Responsible to provide technical assistance and conduct training to DSR field offices and Support Services staff on the Navajo Nation's budgeting, contracting, procurement, and accounting processes, and other Federal, State, and Tribal processes and systems, which includes the development and implementation of accounting policies and procedures and internal controls. Coordinates with the Division of Finance and the OMB on the Navajo Nation's internal financial process, i.e. vendor invoices, payments to vendors, cash receipts, disbursements, disputes, settlements of disputes, reconciliations, transfer of funds, and contract modifications. Responsible for the recordkeeping and maintenance of all financial transactions. Responsible for complying with OMB Circular A-133 and the Single Audit by coordinating and disseminating information from and to the DSR staff and internal/external auditors, i.e. customer listings, vendor listings/expenses, reports, policies and procedures, monitoring, responses on corrective actions plans, etc. Performs other duties assigned by the Department Manager III.

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.

Preferred Qualifications:

- Master's degree in Accounting, Finance, Business Administration or relatec field.
- Professional accounting experience including the preparation of complex financial reports.
- Advanced supervisory experience in the application of accounting principles and methods.
- Proficiency in computerized accounting systems and applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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 the Nation's accounting operations; accounting principles, theories and practices; Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; business and management practices relating to the maintenance of accounts and other financial records; computerized accounting systems and applications of general software; supervisory methods and techniques. SKILL IN: analyzing financial records, systems, procedures and controls; preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems; establishing and maintaining effective working relationships; communicating complex technical concepts, both orally and in writing.

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