

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> OOC02820775 </u>	DATE POSTED:	<u> 03/16/21 </u>
POSITION NO:	<u> 157584 </u>	CLOSING DATE:	<u> OUF </u>
POSITION TITLE:	<u> Accountant </u>		
DEPARTMENT NAME / WORKSITE:	<u> OOC/Contract Accounting Section/Window Rock, AZ </u>		
WORK DAYS:	<u> Monday - Friday </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u> 8 a.m. - 5 p.m. </u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u> BJ63A </u>
		\$	<u> 40,277.52 </u> PER ANNUM
		\$	<u> 19.29 </u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Accounting Supervisor, performs professional accounting and related processing, reporting, and control functions of moderate difficulty. Reviews financial documents to ensure that Navajo Nation programs are in compliance with federal, state, tribal regulations. Maintains grant/contract information on file. Ensures funds are available for all financial transactions submitted for review and approval. Prepares financial reports as required by grant/contract requirements for assigned business units on a monthly or quarterly basis. Reconciles and analyzes data from the FMIS to ensuring accuracy to the assigned business units. Prepares journal entries and journal allocations recording indirect cost and program revenue earned on a monthly basis. Prepares drawdown documents to request for funds on a monthly or quarterly basis. Prepares the final federal reports as required by grant/contract.

Provides accounting advice and guidance to all staff; reviews accounting information, runs reports, and exports data from the Navajo Nation Financial Management Information System (FMIS); utilizes FMIS report for reconciliation purposes; archives files by scanning fiscal year financial documents; assists with preparing financial reports on a monthly, quarterly and annual basis; preparing and processing financial documents; assists with the yearly audit; maintains effective communication with all internal and external entities; attends meetings pertaining to assignments or as delegated. Performs other duties assigned by the Accounting Manager.

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:

- A favorable background investigation.
- Posses a valid state driver 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 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. FMIS training.

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